

OBJECTIVE OF PROJECT

The bank has procured the Core Banking System and is in the process of implementation. The objective of this assignment is to provide consultancy service for the bank to establish the Project Management Office (PMO) for the seamless implementation of Core Banking System to ensure that all the processes are appropriately implemented as per the bank's requirements and the process documentation.

Proposals are invited from the reputed consultants meeting the eligibility criteria, for IT consultancy services to the bank for Project Management Office (PMO).

REQUIRED STATEMENT OF WORK

The consultant is required to provide the said services and deliver the following deliverables to achieve the objectives of the bank. Overall project timelines of the project should not exceed Six months and project needs to be delivered within the given timelines.

The selected consultant is also required to provide the services till the Go-Live of 07 branches and assistance after the successful implementation for the specified period i.e. (at-least 06 months). The selected consultants shall also assist the bank in CBA audit to be conducted by SBP.

Scope of work is outlined below:

Project Management Office should at minimum covers the following areas:

- 1 Project Initiation;
- 2 Project Scope Management;
- 3 Project Risk Management;
- 4 Project Issue Management;
- 5 Project Resource Management;
- 6 Project Change Management;
- 7 Project Communication Management;
- 8 Project Budget Management;
- 9 Project Progress Monitoring and Reporting;
- 10 Project Implementation;
- 11 Project Mock Testing;
- 12 Project Quality Assurance;
- 13 User Acceptance Testing; and
- 14 Project Closure.

Appropriate documentation for all the above mentioned domains to be provided by the consultant with strict Progress Monitoring and Reporting, and consultant is expected to provide services throughout the implementation till project completion and liaison between bank's team and implementer's team.

CONTENT OF PROPOSAL

Consultant is required to include but not limited to following areas while responding to the bank's requirements:

- 1 Background / Objectives
- 2 Scope of Work
- 3 Project Methodology and Approach
- 4 Key Project Deliverables
- 5 Project Timelines
- 6 Project Fee (Cost Estimations)
- 7 Project Resources (including resumes of the team to be deployed on this project)
- 8 About Firm/Company
- 9 Firm/Company Credentials (Experience in similar projects)
- 10 Project Terms and Conditions

ELIGIBILITY OF CONSULTANTS

- 1 Consultant must be a reputed organization or a limited company having its registered office in Pakistan, and a tax paying entity. Consultant must also provide proof of registration with Sales Tax Directorate and NTN certificate.
- 2 Consultant must be a profit-making organization for the last three (3) years and must provide Financial Statements Turnover for last three (3) years.
- 3 Consultant must submit the detailed scope reflecting the bank's requirements.
- 4 How much time frame offered by the Consultant for expected delivery of project.
- 5 Consultant must be having on their rolls, on permanent employment basis, at minimum professionals shall be well qualified and technically sound in their relevant field with certain years of experience with the firm/company.
- 6 Consultant must have a prior relevant experience with respect to Project Management Office Services.
- 7 Consultant must have a relevant experience with respect to other IT Consultancy and Business Performance Services and shall provide Client List on which same kind of services had been provided.
- 8 Consultant must provide detailed pricing that should include a fee breakdown by project phases and estimates of out of pocket expenses along with the billing schedule and any other hidden cost related to the project.

SUBMISSION OF RFP:

Award of the contract resulting from the statement of work will be based upon the most responsive Consultant whose offer will be the most advantageous and cost effective to the bank.

The Bank reserves the rights to:

- Reject any or all offers and discontinue this statement of work without obligation or liability to any potential Consultant;
- Accept other than the lowest price offer; and
- Award a contract on the basis of initial offers received, without discussions to requests for best and final offers.

DUE DATES:

All proposals are due by dates mentioned below. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

SCHEDULE OF EVENTS:

S. No	Events	Dates
1	Scope distribution to Consultants	Same day of Publication in the news paper
2	Questions from Consultants about scope	Within 10 days of advertisement
3	Proposal due time and date	05-June-2015
4	Proposal opening date	08-June-2015
6	Anticipated decision and selection of Consultant	15-June-2015
7	Anticipated commencement date of work	22-June-2015

DESIGNATED CONTACT AND LOCATION

Any questions concerning technical specifications or Statement of Work and questions regarding contractual terms and conditions or proposal format must be directed to:

Name	Mr. Shabeer Sheikh
Designation	Group Head Operations and Support
Address	6 th Floor, State life Building, 34 the Mall Peshawar Cantt.
Phone	091-5253928
FAX	091-5261623
Email	Shabeer.sheikh@bok.com.pk

