



15th July 2016

Ref: UNDP-RFP-2016-147

MINUTES OF PRE-BID MEETING

Subject: Request for Proposal for the Development of Software for the Police Department of Khyber Pakhtunkhwa

The Strengthening Rule of Law project, aims to promote an enabling environment which will deepen the ongoing efforts to secure peace and stabilization. Under this project assistance will be provided for institutional development and capacity building to the Rule of Law institutions to ensure effective security services and speedy provision of justice services. The Project will also assist the judiciary and prosecution to strengthen their offices in the districts. In doing so, UNDP will engage with key stakeholders of justice sector in Khyber Pakhtunkhwa

The Project intends to hire services of IT firm to develop and implement software for Central Police Office (CPO) Police Department, Khyber Pakhtunkhwa to automate its processes to attain efficiency and effectiveness to the optimum level.

In this perspective, an RFP was launched on 28 June 2016. It was posted on UNDP Country Office Pakistan, UNDP International and United Nations Global Marketplace websites. Also RFP was advertised on the "THE NEWS" combined edition dated 29 June 2016. Since a pre-bid meeting was envisaged in the RFP therefore, the meeting was held on Tuesday 12 July 2016 at Conference Room located on 6th Floor, Serena Business Complex, Islamabad. The representatives from the following companies/firms participated.

Sr No	Contractor's Name
1	Stepnex Services
2	Sidat Hyder Morshed
3	COMSATS Internet Services
4	ORA Tech
5	Systems Limited
6	Devolution Trust for Community Empowerment (DTCE)
7	RAR Multibiz Services
8	METIS International

Following were present from UNDP's side.

1. Mr. Imran Moin, Procurement Associate
2. Mr. Mahesh Ahujaa, Individual Consultant/IT Expert Strengthening Rule of Law Project
3. Mr. Quraish Khan, National Policing Specialist, SRLP (joined via Skype)
4. Mr. Akhtar Nabeel, Procurement Officer, SRLP (joined via Skype)

The meeting was started with a run down on RFP Data Sheet given by UNDP Procurement later the floor was opened for question and answer session, details of which are as below.

Q.1. Is Bid Security Mandatory?

A.1. Yes, bid security is mandatory and must be submitted with the Technical and Financial Proposals. If not submitted, your proposals will be rejected.

Q.2. The payment modalities had not been specified in the RFP.

A.2. UNDP will hold a pre-contract meeting with the successful bidder. Draft contract along with payment terms are discussed in that meeting and hence are not part of the RFP at this stage.

Automation of Internal Registers including FIRs

Q.3. Will the proposed system going to be used across all police stations in Khyber Pakhtunkhwa (KP)

A. Yes

Q.4. The Terms of Reference document specify that current digital record of FIRs will need to be migrated to new database. What type of migration will be required? Digital or Scanning – please specify.

A.4. The digital records of FIRs are available, that needs to be migrated into new system

Q.5. How many Police Stations are there in KP.

A.5. There are 268 Police in KP.

Q.6. Are the bidders going to factor in the prices of hardware in their financial proposals?

A.6. No, hardware is not part of the RFP. However, companies/firms need to suggest essential hardware required to install/operate the software effectively

Q.7. Who will be the owner of the source code?

A.7. KPK Police shall have the proprietary rights on Source code

Q.8. Are any specific reporting requirements available now?

A.8. These requirements will come from senior management of CPO. These requirements will be captured during SRS.

Q.9. What will be the language of the software? Urdu/Pashtu/English? Or any combination?

A.10. The TORs explicitly suggest that software should support multilingual options including Urdu, English and if possible Pashto as well.

Q.10. Are we going to develop FIR application again? Or just integrating with it?

A.10. At present, CPO is using software application only for one register that is FIR. The scope of current system is to automate entire end-to-end process starting from Roznamcha (register) to Court Verdict. This shall obviously include the FIR as well. Henceforth, a complete new application is scoped to be developed. There would not be any integration with older application

Q.11. In case of network failure, should the software application be capable to be operated offline from police station?

A.11. The software application should be functioning properly. It is not necessary that it should work in offline mode. In case of networking failure, its functionality must be ensured across other police stations where there aren't any connectivity issues.

Q.12. Hosting on cloud? Is that legitimized in KPK? Can you put sensitive data out of Pakistan?

A.12. This question is out of scope as we require the solution that should be hosted at data center located at CPO, Peshawar

Software for Community Policing Forums

Q.13. What is meant by other User interface which can be used to enter all the issues? Does it mean desktop based data entry forms?

A.13. The application should also be compliant with other hand held devices which can be used to record the issues then and there during the community gatherings

Complaint Management System

Q.14. Will the vendor redo all the application if the existing structure doesn't support the police stations or extensibility?

A.14. The application is running smoothly without any troubles. At present, there isn't any requirement of developing application from scratch.

Besides above, following are Some additional questions which were also asked there

Automation of Internal Registers including FIRs

Q.15. Will the company have to train end-users of all police stations.

A.15. Keeping in view of the scope and time frame, Company should submit an adequate

training plan. It can follow ToT model for such type of trainings.

Software for Internal Accountability

Q.16. How much will the manual record that might need to be scanned or digitized as mentioned in TORs.

A.16. At present there are around 5000 officials who have been punished under Internal Accountability Process. The current paper work suggest an approximate 100-150 pages are available against each case/official. All the current manual records, available in papers/files needs to be scanned and then digitized and recorded into system.

Q.17. Does the company need to devise the processes for internal accountability?

A.17. No, the processes are already devised and are being followed rigorously by management. Company need to understand the process and automate accordingly.

Q.18. Does the company need to develop payroll and/or HRMS system also?


A.18. No, the proposed software must be integrated with existing HRMS.

Complaint Management System

Q.19. Can company propose a new system?

A.19. No, company me need to focus on only value-additions in existing system as mentioned in TORs.

Finally, on the telephonic requests received for the extension in deadline, after confirmation from the requesting unit the deadline for the submission of bids has been extended till **Monday 1 August 2016.**


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