

Government of Pakistan
Cabinet Division
Special Technology Zones Authority

No. STZA/PROC/FY 24-25/MN 024

Dated: 14 April 2025

Subject: MINUTES OF THE PRE-BID MEETING FOR STZA WEBSITE DEVELOPMENT.

The pre-bid meeting for STZA Website Development was held on 14th April 2025 attended by the members nominated by the STZA. Almost 20 representatives of different organizations attended the meeting, some were present physically while others chose to attend it online.

The following points were discussed in the meeting:

Q1. In point 4 of the evaluation criteria, you mentioned 8 expertise and asked to provide CVs. Are these 8 different Resources.

Ans. No, these are the required expertise, not the number of resources. One resource can have more than 1 expertise, and CVs will provide details of the expertise the proposed resources have.

Q2. On page 32, in Clause 3.1.8, you have asked for a Hybrid translation approach combining manual and AI-powered translations. What type of content will be based on which type of translation?

Ans. AI-powered translation is used in case someone wants to translate in a language that is not provided manually, i.e., Sindhi, Balochi, etc. It does not necessarily have to be AI-powered and can also be based on Google translator, , etc. It is solely on the vendor's discretion what approach is feasible for them.

Q3. After the development of the website, will the website maintenance be the responsibility of the vendor?

Ans. Yes, the maintenance of the website will be the responsibility of vendor for the entire contract period.

Q4. Who will be responsible for the online content?

Ans. STZA's staff will initiate the process and take line manager's approval after which it will be responsibility of the vendor to upload the content on the website. Approvals will be carried out using website workflow.

Q5. What is meant by content? The file that is to be uploaded or the material within that file.

Ans. The file that is to be uploaded is referred to as content. The material inside the file has nothing to do with the service provider.

Q6. Does every page need to be dynamic or is it a mix of static and dynamic both?

Ans. The layout will be as per the requirements and will be a mix of both static as well as dynamic.

Q7. Is the Website layout supposed to be Dynamic or Static?

Ans. The content related pages are supposed to be dynamic e.g. procurement page. If the content exceeds the page size a new page is automatically created.

Q8. Why is PWA (Progressive Web App) required?

Ans. It is required for offline access and enhanced performance, including mobile optimization.

Q9. Project timelines are not defined according to phases.

Ans. Ideally the project should be ready to be delivered by July-August.

Q10. Nothing is mentioned regarding hosting in the RFP.

Ans. Vendor will provide the VM infrastructure requirements for which the infrastructure will be provided by the STZA. Source code will be handed over to STZA at the end of project. In case vendor requires STZA can provide staging environment as well.

Q11. As per form 7.2 of the RFP is it required to submit the payroll detail of all the employees or just the team that will be deployed on the project.

Ans. Detailed payroll of staff is not required. We only require number of staff and lump sum amount of payroll to have an idea of the financial capacity of the firm.

Q12. Do you require headless CMS, or will WordPress work?

Ans. It is the vendor's choice, they can propose the method they are comfortable with.

Q13. Do you have a preferred model for AI Chatbot integration, and will the FAQs and training-related details be provided?

Ans. STZA will provide FAQs and details required for Chatbot training.

Q14. In checklist you have demanded Professional Tax Certificate. Why is that required.

Ans. We only need to make sure that the vendor is registered with FBR and is an active taxpayer. A screenshot or printout of FBRs active taxpayer will suffice.

Q15. Is the existing data migration required?

Ans. Yes, the data available on the existing website needs to be migrated. The size of the data is almost 2GB

Q16. Are there any legacy systems or databases to be integrated with the new CMS?

Ans. It will depend on the existing website's database. Vendors can evaluate and suggest integration if necessary.

Q17. Will STZA provide API keys and licenses?

Ans. The STZA has subscriptions and will provide the necessary keys.

Q18. Who will be responsible for manual translation?

Ans. The vendor will be responsible for translations; STZA will only provide the required data.

Q19. At this point we cannot evaluate the cost of AI chatbot integration as it will be billed according to prompts generated so how will we integrate it's cost?

Ans. (STZA will purchase and provide the necessary information regarding the chatbot.)

Q20. The RFP says to sign stamp the contract form and submit it along with the technical bid. Contract is to be signed with the winning party only on the stamp paper how do we fill that in advance?

Ans. You do not need to fill or sign the contract form at this stage, just stamp the form and submit it along with the technical bid.

Q21. EPADs only provides 3 options for uploading i.e. technical bid, financial bid and bid form so where do we attach the forms?

Ans. The forms are to be attached with the technical bid. It is recommended to scan the physical bid and upload that on EPADs.

Q22. EPADs does not allow to upload a file which exceeds the 200mb limit. If such an issue arises how do we tackle that?

Ans. EPADs related issues are to be sorted with PPRA, you can email it to them and also email it to us so we are aware of the issue.

Repeating

Addressed above already

Q25. What is the estimated scope/volume of data to be migrated?

Ans. 2 GB+-

Q26. Who needs to sign the Bid Security Form attached in the RFP ?

Ans. The vendor should reproduce it on it's letter head, sign stamp it and submit it along with the technical bid. The bid security must be submitted along with the technical bid in the form of pay order.