



**General Data Protection Compliance of IT/ITeS
Companies Through ISO27001 & ISO27701**



**TERMS OF REFERENCE (TORs) FOR SELECTION OF IT/ITeS
COMPANIES/FIRMS FOR
ISO27001 AND ISO27701 CERTIFICATIONS**

January 2024

**Pakistan Software Export Board (Guarantee) Limited
Ministry of Information Technology & Telecom**



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Pakistan Software Export Board (G) Ltd

Pakistan Software Export Board (PSEB), Ministry of Information Technology is the apex body of the Ministry of Information Technology, Government of Pakistan, to provide an enabling environment and take measures for the growth of Information Technology / Information Technology Enable Services (IT/ITES) exports and thus support IT/ITES industry.

In this respect, PSEB is providing support to the local IT/ITES companies in reaching out to their potential clients abroad, attracting and facilitating foreign IT/ITES firms to establish their development facilities in Pakistan. PSEB also arranges the participation of the Pakistani IT/ITES Industry in domestic and international IT/ITES events and provides protocol, hosting, and match-making facilities for foreign delegates and investors with the purpose to accelerate the growth of IT/ITES exports.

Introduction to the Project

With the implementation of the European Union's General Data Protection Regulation (GDPR) on May 25, 2018, a new regulatory regime for business in Europe and beyond is becoming more and more challenging, especially for Pakistani IT companies. Governments outside Europe are introducing new data-protection regulations or enhancing existing rules to make them compliant with the GDPR in order to retain and expand business, particularly in the EU region.

In a major step towards ensuring sustainable growth of Pakistan's IT/ITES industry in the international Market, Pakistan Software Export Board (PSEB) intends to facilitate IT/ITeS companies to comply with Information Security Management Systems, Personal Information Management Systems, and General Data Protection Regulation. The most cost-effective way to comply with ISMS, PIMS, and GDPR is by implementing ISO27001 and ISO27701 standards. The implementation of both standards (ISO 27001&ISO 27701) will enable businesses to comply with the international security requirement for "appropriate technical and organizational measures", as well as help them to comply with many other data protection regulations.

PSEB aims to facilitate 50 IT/ITES companies to get certified on ISO27001 and ISO27701 standards. PSEB shall bear 70% of the consultancy and audit cost of ISO27001 and ISO27701 certifications and 30% will be paid by the selected IT/ITeS companies.



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Purpose of this Document

The purpose of this document is to specify the approach that PSEB will use to evaluate and select IT/ITeS companies/firms for enrollment into this program. This document also describes the requirements that the company/firm has to fulfill in order to be selected.

Mandatory Criteria

S.No	Description	Document Required
1	Company/Firm should be in business for the last 03 years	Certificate of Incorporation / Proof of Establishment
2	Company/Firm should be a PSEB registered firm for past 02 years.	Certificate of registration with PSEB as a company/firm for last two years
3	Company/Firm should have at least 10 or more employees	List of employees on the strength of company/firm certified by the CEO of company/firm supported with salary transfer detail OR number of Employees registered with EOBI
4	IT exports remittances of at least \$100,000 for previous year or Domestic revenue of at least \$50,000 or in equivalent PKR for previous year	Proceed Realization Certificates issued by bank or financial statement of company/firm
5	Company/Firm should not be black listed or involved in any active litigation with Government of Pakistan	Affidavit to be Provided on Rs. 100/- Stamp paper as per given in the application format



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Evaluation Criteria

Evaluation Criteria				
Sr#	Description	Max. Score	Marks Allocation	Allocated Score
1	No. of Years in Business	25	Less than 03 Years	0
			03 Years	15
			04 Years	17
			05 Years	19
			06 Years	21
			07 Years	23
			07 > Years	25
2	Number of employees on the strength of company/firm	25	Less than 10	0
			10 - 30 Employees	15
			31 - 50 Employees	17
			51 - 70 Employees	19
			71 - 90 Employees	21
			91-100 Employees	23
			100 > Employees	25
3	Total Revenue for last two years (In USD or Equivalent in PKR)	25	Less than \$150,000	0
			\$ 150,000 - \$175,000	15
			\$ 175,001 - \$ 200,000	17
			\$ 200,001 - \$ 225,000	19
			\$ 225,001 - \$ 250,000	21
			\$ 250,001 - \$ 300,000	23
			\$ 300,000 >	25
4	Total remittance received last year (In USD)	20	Less than \$100,000	0
			\$ 100,000 - \$150,000	15
			\$ 150,001 - \$ 200,000	18
			\$ 200,000 >	20
5	Total remittance received from European Union countries (In USD)	05	Less than \$10,000	0
			\$10,000 – \$30,000	03
			\$ 30,001 – \$ 50,000	04
			\$ 50,000 >	05
	Grand Total	100		
	Qualification marks	60%		



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Application Format

Please fill the table as mentioned below and attach documents as mentioned below. This section should be provided on a Rs. 100/ stamp paper as affidavit.

S. No	Description	Information to be Provided by the Applicant Company	Attachments/ Documents
1.	Company/Firm should not be black listed or involved in any active litigation with Government of Pakistan	Yes/No	Affidavit to be Provided on Rs. 100/- Stamp paper (Attach as Annex-A)
2.	Company/Firm is Registered with PSEB for past 02 years	Yes/No	PSEB registration certificate of last two years (Attach as Annex-B)
3.	Company/Firm is already certified on ISO27001?	Yes/No	ISO27001 certificate if Yes (Attach as Annex-C)
4.	Number of years in business	?	Certificate of Incorporation and company/firm Profile (Attach as Annex-D)
5.	Number of employees working for the company/Firm?	?	List of employees on the strength of company/firm certified by the CEO of company/firm supported with salary transfer detail OR number of Employees registered with EOBI. (Attach as Annex-E)
6.	Total company/Firm revenue of last two years	?	Financial audited reports or any other proof of annual revenue (Attach as Annex-F)
7.	Remittances reported to State Bank in last year	?	Proceed Realization Certificates issued by bank (Attach as Annex-G)
8.	Remittance received from European Union Market	?	Proceed Realization Certificates issued by bank (Attach as Annex-H)

I/We declare that the information provided in the “EOI” is accurate and can be proved whenever required. I/We further declare that if in case the information provided by me/us in this “EOI” proved to be incorrect at any point, PSEB reserves the right to take any action deemed feasible by the PSEB authorities against me/us. I/We further declare that our company/Firm (***** Company/Firm Name here *****) is not black listed or involved in any active litigation with any division, department or organization of Government of Pakistan. I/ we further confirm that I / we will provide a bank draft of 30% of the total amount to PSEB as my / our share of ISO27001 and ISO27701 consultancy and audit to the full satisfaction of PSEB authorities.



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Contact Information

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