

**GOVERNMENT OF PAKISTAN
PLANNING COMMISSION
MINISTRY OF PLANNING DEVELOPMENT & SPECIAL INITIATIVE
(PROJECTS WING)**

**TENDER NOTICE FOR THE PROCUREMENT OF BRANDED
LAPTOPS**

Sealed bids are invited from well-established/reputed distributors/suppliers registered with relevant tax authorities of the Government of Pakistan for the Procurement of Laptops for the following listed items against the project ***“Strengthening of Ministry of Planning Development and special Initiatives in M&E”***.

S.No	Items	Quantity
1	Laptops	5

Tender document/RFP containing bidding procedure, specifications of equipment to be purchased, terms & conditions, method of procurement, procedure for submission of bids, evaluation criteria; can be downloaded from official web site of M/o PD&SI i.e., www.pc.gov.pk and PPRA i.e., www.ppra.org.pk.

Sealed bids should be submitted latest by **24th March 2023 (Friday) at 1100 Hrs** along with earnest money of 3% of total value of the bid amount in the form of bank draft/call deposit in favor of Project Director (M&E), Projects Wing M/o PD&SI, Islamabad.

Bids (Technical & Financial) will be opened on **24th March 2023 (Friday) at 1130 Hrs** in the presence of bidders/suppliers or their authorized representatives (if any), in Hall-II of the given address. Clarification/information (if any) can be obtained on any working day during office hours. No query will be entertained at the time of bid opening date and time.

Note: No refurbished equipment shall be accepted.

**PROJECT DIRECTOR (M&E)
“Strengthening of Ministry of Planning Development and special Initiatives in M&E”
PPMI Complex, Sector H-8/1, Street # 1, Islamabad
Tel: 051-9269786/92697815**



**GOVERNMENT OF PAKISTAN
PLANNING COMMISSION
MINISTRY OF PLANNING, DEVELOPMENT & SPECIAL INITIATIVES
PROJECTS WING

Bidding Document
For
Procurement of Laptops
For
**Project “Strengthening of Ministry of Planning,
Development and Special Initiatives in Monitoring and
Evaluation”**

March 2023

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INVITATION FOR BIDS (IFB)

For Procurement & Installation of Laptops for “Strengthening of Ministry of Planning, Development and Reform in Monitoring and Evaluation” Project

Ministry of Planning, Development and Special Initiatives (M/o PDSI) Islamabad invites sealed bids from reputed national and international manufacturers, their authorized partners (Distributors, Resellers or Authorized Letter from mentioned Partners) for each item/solution in Islamabad, Pakistan with high repute for procuring high quality and genuine items/solution.

1. Bidding shall be conducted through **Single Stage–One Envelope** Bidding Procedure as per PPRA Rules. Envelopes should be clearly marked as **TECHNICAL & FINANCIAL PROPOSALS** in bold & legible letters on respective envelopes. The bidders are bound to provide their complete information along with postal as well as valid email address and phone number(s) on each of the respective envelopes.
2. Bidding documents, detailed description and quantities of items, collected from the address mentioned in this Invitation for Bids (IFB).
3. The bids shall reach at the address mentioned at Clause 1.9 on or before on **24th March 2023 at 1100 Hrs**. The bids shall be opened on the same day at **1130 Hrs** by the Procurement Committee in the presence of Representatives of the bidders in the **Ministry of Planning, Development & Special Initiatives, Ground Floor, Hall-II, PPMI Complex, and Sector H-8/I Islamabad**. Bid submitted after due date & time shall not be entertained.
4. Written clarification will be entertained till **17th March 2023, at 1100 Hrs** **Ministry of Planning, Development & Special Initiatives, Ground Floor, Hall-II, PPMI Complex, Sector H-8/I Islamabad**
5. The bid must be accompanied with **Bid Security @ 3% of the bid value** in the shape of Call Deposit Receipt (CDR) in the name of the DDO, Strengthening of Ministry of Planning, Development and Reform in Monitoring and Evaluation” Project. The firms must be on ATL of FBR.
6. Late bids will be treated as non-responsive and will not be entertained.
7. Bids/Rates shall be quoted in Pak Rupees and on FOR basis (delivery at premises) inclusive of all taxes where applicable.

8. Bidders are required to offer most competitive lowest rate but with high standard quality inclusive of all the taxes, as negotiations on quoted rates are not allowed under the rules. The bid must be valid up to 90 days (Extendable) from date of opening of the bid.

9. The Purchaser reserves the right to reject any or all the bids as per provisions contained in Rules of PPRA Procurement Rules.

Project Director (M&E)
“Strengthening of M/O PD& SI in Monitoring and Evaluation”
Ministry of Planning, Development and Special Initiatives
PPMI Complex, projects wing, Street 1, H-8/1 Islamabad
051-9269786/9269788

SECTION 1:
INSTRUCTIONS TO THE BIDDERS
(ITB)

Section I: Instruction to Bidders including Data Sheet

Bid Data Sheet

ITB Ref	Description	Detail
ITB 1	Bid Reference Number	No.
ITB 2	Name of Goods	Branded Laptops
ITB 3	Issuance of Bid documents	7th March, 2023
ITB 4	Last date for Submission of written clarifications by bidders	24th March 2023
ITB 5	Last date and time for submission of bids	24th March 2023 1100 Hrs
ITB 6	Bid Submission Address	Project Director (M&E) Strengthening of M/O PD&SI in Monitoring and Evaluation, Hall-II, PPMI Complex, projects wing, Street 1, H-8/1 Islamabad
ITB 7	Bidding Process	Single Stage One Envelopes (Technical and Financial) as per PPRA Rules 36 (a).
ITB8	Clarification(s) on Bidding Documents	Mr. Imran Liaquat Baig Tel: 051-9269786 & Cell: 0300-9568190
ITB 9	Language of bid	English
ITB 10	Specific Description of Goods in the Bidding Documents	Any item that does not fulfill desired specification and mandatory requirements, the bid shall be rejected straight away.
ITB 11	Bid Price	Bid Price shall be inclusive of all duties, taxes & levies.

ITB 12	Currency of Bid	PKR – Pakistan Rupees
ITB 13	Name of the Bid Form (Primary documents)	TECH FORM 1: Technical Proposal Cover Letter TECH FORM 2: Affidavit TECH FORM 3: Eligibility of the Bidders & Goods TECH FORM 4: Manufacturer/Distributor’s Authorization FIN FORM 1: Financial Proposal Cover Letter FIN FORM 2: Price Schedule
ITB 14	Amount of Bid Security / Earnest Money	The Bidder shall furnish, as part of its bid, a Bid Security/Earnest Money equivalent to 3% of the total bid price for all items in the name of Projects DDO “Strengthening of MOPDR in M&E”.
ITB 15	Bid validity period	90 days (Extendable)
ITB 16	Date, time and venue of opening of Technical & Financial bids	(24th March, 2023 at 1130 hrs) Hall-II PPMI Complex, Street N0 1, sector H-8/1 Islamabad.
ITB 17	Performance Guarantee / Performance Security	The Performance Security shall be 10% of the total contract price quoted at the time of Letter of Acceptance (LOA) and it shall be submitted in the PPMI Complex, projects wing, Street 1, H-8/1 Islamabad
ITB 18	Soft copy	Bidders must submit soft copy of the specification.

TERMS & CONDITIONS

INSTRUCTIONS TO THE BIDDER - TERMS & CONDITIONS

Following are Terms & Conditions for Bidding and subsequent Contract. The provisions mentioned herein will become part of the Contract. Whenever there is a conflict, the Special Provisions shall prevail over General Provisions of the Contract.

1. Definitions

In this document, unless there is anything repugnant in the subject or context:

- a) "Authorized Representative" means any representative appointed, from time to time, by the Client, the Purchaser or the Contractor.
- b) "Availability and Reliability" means the probability that a component shall be operationally ready to perform its function when called upon at any point in time.
- c) "Authority" means Ministry of Planning, Development & Special Initiatives.
- d) "Bidder" means the Firm/Company/Supplier/Distributors fulfilling the eligibility criteria and participating in the bidding for provision of I.T. related equipment as per provision of bid document/ contract.
- e) "Contractor" means the person/firm/company whose Tender has been accepted and awarded letter of intent followed by the Contract by the Purchaser.
- f) "Purchaser" means "Strengthening of M/o Planning, Development & Reform in IT" Project, M/o Planning, Development & Special Initiatives, for the purposes of the Contract.
- g) "Contract" means the agreement entered into between the Purchaser and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- h) "Defects Liability Period" means the warranty period following the taking over, during which the Contractor is responsible for making good, defects and damages in Goods and Services provided, under the Contract.
- i) "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, wars, revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- j) "Goods" means equipment, machinery, and/or other materials which the Contractor is required to supply to the Purchaser under the Contract.
- k) "Services" means installation, configuration, deployment, commissioning, testing, training, support, after sale service, etc. of Goods and other such obligations which the Contractor is

required to provide to the Purchaser under the Contract.

- l) "Origin" shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Contractor.
- m) "Delivery Acceptance Certificate" means the certificate to be issued by the Client to the Contractor, in accordance with the Contract.
- n) "Works" means work to be done by the Contractor under the Contract.
- o) "Inventory List" means a list of equipment/ supplies bearing details of make/ model/quantity/unit price/ warranty/location of supply/ installation/ manufacturer/authorized workshop, duly signed by the Contractor and verified by the Client.

2. Basic Information

2.1 Bid reference number: _____

2.2 The Goods are: **IT Equipment, Licensed Software and Misc. Items.**

2.3 Date of issuance of Bid documents **10th March 2023.**

2.4 Submission of clarifications in writing by bidders is **17th March 2023**

2.5 Last date for bid submission will be **24th March 2023 at 1100 Hrs**

2.6 Bid Submission Address is as following:

PROJECT Director (M&E)

**"Strengthening of Ministry of Planning, Development and Special Initiatives
in Monitoring & Evaluation, Project",**

PPMI Complex Projects Wing, Street 1, H-8/1 Islamabad

3. Bidding Process & Evaluation Criteria

The details of bidding process & evaluation criteria is provided in **Section II** of this document.

4. Country of Origin/ Eligible Countries

All countries and territories as indicated in **Section V** of the Bidding Documents, "Eligibility for the Provisions of Goods, Works, and Services."

5. Standards

The quoted product, at the time of technical evaluation and on delivery, shall conform to the standards as prescribed in specifications and in the Technical Evaluation Criteria. The said conformance shall lead to subsequent issuance of the Acceptance Certificate to the Supplier by the Purchaser.

6. Performance Security

The amount of performance security, as a percentage of the Contract Price, shall be: Ten (10) percent of the Contract Price.

[The following provision shall be used in the case of Goods having warranty obligations.]

Performance Security shall be returned after successful completion of the contract in accordance with Warranty & support.

7. Inspections and Tests

Inspection and tests of IT Equipment, Licensed Software and Misc. Items/ shipment of Goods and at final acceptance is as follows: Equipment Delivery & Inspection Report by Inspection Committee and followed by issuance of Delivery Acceptance Certificate (DAC) by Inspection Committee on behalf of Procurement Committee to process payment of items.

8. Packing

The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

9. Delivery and Documents

9.1 All items are required to be delivered within 8-12 weeks after the issuance of purchase order/Contracts Sign. Delivery of all intended items shall be at Admin Officer, Store room, PPMI Complex, Street #1, H-8/1 Islamabad.

9.2 In case of Import or as required otherwise, upon shipment, the Supplier shall notify the Purchaser the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall mail the following documents to the Purchaser.

- (i) copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Original and two copies of the usual transport document (for example, a negotiable bill of lading, a non-negotiable sea waybill, an inland waterway document, an air waybill, a railway consignment note, a road consignment note, or a multimodal transport document) which the buyer may require to take the goods;
- (iii) Manufacturer's or Supplier's warranty certificate;
- (vi) Certificate of origin.

9.3 *Applicable Delivery Mode:* Delivered Duty Paid (DDP) of Incoterms 2011

10. Spare Parts

10.1 After sale service with spare parts shall be at least 12 months for each item from the Manufacturer (Where applicable).

10.2 *After sale service without spare parts shall be further 2 years subsequent to period mentioned in Clause 10.1 above. (Where applicable).*

11. Warranty

Warranty as per standard. The Supplier shall, in addition, comply with the guarantees associated with the performance and/or conformance specifications specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

(a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance / conformance tests in accordance with Clause 7,

Or

(b) Pay liquidated damages to the Purchaser with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 1.0% per day up to a maximum of 10% of the total Contract price.

12. Payment

The method and conditions of payment to be made to the Supplier under the Contract shall be as follows:

Payment for Goods supplied:

a) Payment shall be made in **Pak. Rupees** through **crossed cheque** in the following manner:

40 percent of the Contract Price of the Goods shall be paid to supplier after the delivery and 60% after the acceptance of intended goods at destination upon the submission of documents specified as follows;

- i. The Supplier in accordance with the terms and manner specified in the Schedule of Requirements shall make delivery of the goods.
- ii. The Supplier shall furnish all necessary documentation necessary for completion of the delivery, at the time of delivery and in the manner prescribed.
- iii. The goods supplied under the Contract shall be Delivered Duty Paid (DDP) under which risk is transferred to the buyer after the Goods have been delivered and accepted.

13. Liquidated Damages

In case of late delivery or violation of contract follows liquidation damages shall apply as following.

- 13.1 **Applicable rate: 1.0% per day of the total Contract price**
13.2 **Maximum deduction: ≤ 10% of the total contract amount.**

14. Disputes Resolution

In the case of a dispute between the Purchaser and the Supplier, a dispute resolution committee shall be constituted by the M/o PD&SI for the resolution of dispute in case of non-resolution, the dispute shall be referred to adjudication or arbitration in accordance with Arbitration Laws of Pakistan and heard at Islamabad.

15. Governing Language

The Governing Language shall be: English

16. Applicable Law

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

17. Notices & Clarifications

17.1 Purchaser's address for notice and clarification purposes:

**Admin Officer, DD Network
Strengthening of M/o PD& SI in Monitoring and Evaluation Project,
PPMI Complex, Sector, H-8/1 Islamabad.**
Email: irshadtkk@gmail.com

17.2 Supplier should provide focal person's contact details, i.e., name, address, telephone, email.

18. Duties, Taxes & Levies

18.1 The Unit price quoted by the bidder shall be: inclusive of all duties, taxes & levies.

18.2 All items in the Bid shall be quoted in Pakistan Rupees (PKR) and remain valid as per Clause 19 herein.

19. Bid Validity

19.1 The Bidder shall provide a minimum validity period of 90 days from the last date for submission of the Bids.

19.2 The Purchaser, at any time before final contract signing, may solicit the Bidder's consent to an extension of the validity period of the Bid. The request and the response thereto shall be made in writing. If the Bidder agrees to extension of validity period of the Bid, the validity period of the Bid security shall also be proportionately extended. The Bidder may refuse extension of validity period of the Bid, without forfeiting the Bid security.

20. Rejection of Bids

20.1 Bids will be submitted for each and every item mentioned in Section III: Schedule of Requirements of the Bidding Document. Any item that does not fulfil described specifications and mandatory requirements, the bid shall be rejected straightaway.

20.2 The Procuring Agency may reject any or all bids at any time prior to the acceptance

of a bid. The Procuring Agency shall upon request communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids but is not required to justify those grounds.

20.3 The Procuring Agency incurs no liability, solely by virtue of its invoking ITB Clause 20.1 above towards Bidders who have submitted bids.

20.4 Notice of the rejection of any or all bids shall be given to the concerned Bidders that submitted bids.

20.5 Bidder shall provide softcopy of technical specification in the format mentioned in the documents, failure to do so shall be considered unqualified.

21. Joint Venture

Joint Venture is allowed. JV deed and relevant documents regarding deed constituted prior to bid submission date will be submitted and entertained. The bidder should not subcontract any work as a part of this project after submission of bids, without prior written consent from Ministry of Planning, Development & Special Initiative.

22. Right to Alter Quantities and requirements

22.1 At any time prior to the deadline of submission of Bids, Purchaser may for any reason, whether at its own initiative or in response to a clarification requested by bidders, modify the Bid Document by amendment, which will be communicated through email to the bidders who have already been issued Bid Document.

22.2 All such amendments shall become part of the Bid Document.

22.3 Purchaser reserves the rights to alter quantities, revise/modify all or any of the specifications, delete some items specified in this offer, when finalizing its requirements.

22.4 No Commitment to Accept Lowest or Any Bid: Purchaser shall be under no obligation to accept the lowest or any other offer received in response to this bid notice and shall be entitled to reject any or all bids without assigning any reason whatsoever.

23. Re-Bidding

23.1 If the procurement entity has rejected all bids under Rule, it may call for a re- bidding.

23.2 The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

24. Bid Forms, Documents & Attachments

24.1 The Technical Proposal shall comprise the following forms and documents, without quoting the price:

- a) Technical Proposal Covering Letter (Tech Form 1)
- b) Affidavit (All terms & conditions and qualifications listed anywhere in the tender document have been satisfactorily vetted and agreed) (Tech Form 3)

- c) Evidence of eligibility of the Bidder and the Goods (Tech Form 4)
- d) Authorization Certificate / document from the principal / manufacturer. (Tech Form 5)
- e) Summary of Similar Contracts(Completed & Ongoing) (Tech Form 6)
- f) CVs of Technical Resources (Tech Form 7)
- g) Compliance Sheet - Evidence of conformity of the Goods / the Services to the Bid Document
- h) Technical Brochures / Literature
- i) Details of Warranty and After-Sale Service
- j) Project Timeline for Delivery, Installation & related Services
- k) The statement must be signed by the authorized representative of the Bidder
- l) Valid Registration Certificate for Income Tax, Sales Tax.
- m) Bank Statement of at least last 2 years.
- n) Evidence of Income & Sales tax paid during last two years. i.e. 2020-2021 & 2021-2022

24.2 The Financial Proposal shall comprise the following forms and instruments:

- a) Financial Proposal Covering Letter (Fin Form 1)
- b) Price Schedule (Fin Form 2)
- c) Bid Security equal to 3% of Bid Value

25. Bid Security/ Earnest Money

The Bidder shall furnish, as part of its bid, a Bid Security/Earnest Money equivalent to 3% of the total bid price for all items in the name of Admin Officer, Strengthening of MOPD&SI in IT Project.

26. Date, time and venue of opening of Bids

26.1 Technical Proposal will be opened 30 minutes after Bid Submission on the same date and venue as of Bid submission mentioned in Clause 2.

26.2 Date, time and venue of opening of Financial Proposals will be communicated by the Purchaser only to the technically qualified & compliant bidders at an appropriate time.

27. Bidders delivering refurbished or used equipment shall be disqualified & penalized, their earnest money shall be fortified.

28. Bidders can propose equivalent or higher specs and more than one option against any item. Bidder can apply for single or multiple items mentioned in Lot 1 and Lot 2.

SECTION II
BIDDING PROCESS &
EVALUATION CRITERIA

Section II: Bidding Process, Evaluation Procedure & Criteria of Bids

Bidding Process

Single stage one envelopes bidding process will be adopted where bids will be selected under Quality and Cost Based Selection (QCBS) System and procedures described in this Bid Document, in accordance with the PPRA Rules.

The bidding process will involve the steps along with timelines as mentioned in Bid Data Sheet.

1. To enable bidder to prepare the proposal, a list of attached document formats have been provided in Section IV- Standard Forms.
2. Any request for clarification should be initiated in writing by email and should be addressed as indicated in notices clause (ITB Clause 17.1).
3. At any time before the submission of proposals, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by any bidder, modify the Documents by amendment. The clarification on bids or any amendments of the bid will be intimated to all Bidders listed with the Purchaser for this Bid in writing. The Purchaser may at its discretion extend the deadline for the submission of proposals.

Bidding Procedure for Evaluation of Bids

The bid submitted by the Bidder will be evaluated as per the following procedure:

1. First level of evaluation will be based on mandatory criteria. Only those firms who fulfill mandatory criteria will qualify for next round of evaluation.
2. Second level of evaluation will be on the basis of the Technical Bid, which will include compliance to technical specifications of each item and other factors mentioned in this bid document.
3. Both Technical and Financial will be opened on the same day.

LIST OF MANDATORY DOCUMENTS FOR ELIGIBILITY.

S #.	Documents.	Validity
1	Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan with minimum 5 years of Relevant Experience	Valid certificate from concerned regulator / authority required.
2	Registration of NTN with Federal Board of Revenue (FBR) and having Active Tax Payer status.	
3	Registration of General Sales Tax (GST) with Federal Board of Revenue (FBR) and having Active Tax Payer status.	
4	The bidder should have fully operational office/ Head office in Islamabad/Rawalpindi.	
5	Affidavit that firm is not Blacklisted and involved in any active litigation in Pakistan.	
6	Authorized partners of OEM (Distributors, Resellers or Authorized Letter from mentioned Partners) for items where applicable. <i>(In case of provision of Distributor's Authorization letter then distributor's authorization certificate issued from manufacturer should also be provided for authenticity of offered products)</i>	Valid Authorization Certificate
7	Proof of similar completed projects for the last five years.	Completion Certificates
8	Bidder has technical capabilities to provide support services / assistance during active period of Contract.	Team List with relevant training /certification
9	Compliance/ Data sheet shall be provided. Unless the submission of the same, bid shall be considered rejected straight away.	Compliance Sheet & Data Sheets
10	Bank Statement of the company for the last two years	Bank Statement

EVALUATION PROCEDURE & CRITERIA

Technical

(i) Procedure for opening of Bids

Single stage – one envelope, procedure would be adopted for opening of bids. The procedure and terms are as follows:

- a) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the Financial Proposal and the Technical Proposal;
- b) The envelopes shall be marked as “**FINANCIAL PROPOSAL**” and “**TECHNICAL PROPOSAL**” in bold and legible letters to avoid confusion;
- c) Initially, Both Technical and Financial will be opened on the same day which will be evaluated later and the contract will be awarded to lowest one and most advantageous bid.
- d) The Financial Proposal of bids found technically nonresponsive or unqualified shall be returned to the respective bidders;
- e) The opened financial proposals will be evaluated and amount totals will be checked/verified for correctness. The lowest priced bid compliant in all respects will be considered for the award of procurement order.

(ii) Technical evaluation

There would be a two-stage evaluation; preliminary mandatory evaluation of technical bids will be done as per information tabulated above. Detailed technical evaluation of those firms would be performed which would qualify the above tabulated mandatory evaluation criteria. Based on the detailed evaluation, a further short listing will be done. These short-listed firms may be asked to give presentation/ demo of their equipment/ solution as requested by the Purchaser. The technical evaluation would be performed by the Technical Evaluation Committee. Rating for technical evaluation will be as per following criteria:

Sr.#	Criteria	Marks
1	Relevant Experience	20
(i)	Relevant experience in providing of ‘IT Equipment (mid-range Servers, PCs, laptops/ notebooks, printers, Firewalls , switches etc)’ of similar nature & size for clients in Private/ Corporate Sector organizations <ul style="list-style-type: none"> • Each Project → 01 Marks (Maximum limit (05 Marks)) 	
(ii)	<ul style="list-style-type: none"> • Complete Technical Compliance of required Specification (10 Marks) 	
(iii)	Manufacturer Authorization Certificate: 2.5 Marks	
(iv)	ISO 9001 Certificate: 2.5 Marks	
2	Technical Resource (Technical/ Managerial)	10

(i)	Staff strength (05) employees: 1 marks Including at least 02 Engineers trained / certified on manufacturer's equipment.	
	Staff strength above 05 employees: 1 marks Including at least 02 Engineers trained / certified on manufacturer's equipment.	
(ii)	Technical Manager's Experience:	
	Relevant Experience up to (03-05) years of successfully managing and implementing similar nature projects → 01 marks	
	Relevant Experience up to (05-10) years of successfully managing and implementing similar nature projects → 01 marks	
	Relevant Experience (Above 10) years of successfully managing and implementing similar nature projects → 02 marks	
(iii)	Training, Support Strategy, Response time, Warranties, onsite maintenance & technical support → maximum 04 marks	
3	Project Implementation/ Management Plan	
(i)	Project Timeline for delivery and installation, Within 8 Weeks → 20 marks, above 8 Weeks → 10 marks, Beyond 12 Weeks → 0 marks (Maximum limit of 20 Marks)	70
(ii)	Hardware Visual design, Use ability & Accessibility(for laptop less weight, slim and smart laptop will be given preference) (30) marks Low Maintenance (20 Marks)	

Final Evaluation

The decision of the Procurement Evaluation Committee will be binding on all concerned and will in no case be challengeable at any forum.

SECTION III
TECHNICAL SPECIFICATION

SUMMARY LIST OF ITEMS

S.No	Item Description	Quantity
1	Laptops	5

Specifications of Items/ Equipment (with Installation, Configuration, Support Services, etc.)

Technical Specification

Item	Description		Qty
Laptop	Processor	Intel® Core™ i7, Above 4.0 GHz with Intel® Turbo Boost Technology) 11th Generation	5
	RAM	16 GB	
	Hard Drive	512 GB SSD	
	Display	14.7" or Above with 3K Technology	
	Connectivity	USB C-Port, Webcam, Backlit Keyboard, Bluetooth , Wifi	
	OS	Windows 11	
	Carrying Case	Leather Laptop Bag	
	Warranty	Minimum 01 years Local Warranty	
Equivalent or Higher specification may apply.			

Compliance Sheet:

IT Equipment with Installation

Compliance to the above specification is mandatory. Compliance sheet must be provided by the bidder as per above list.

Supply Schedule:

A) For supply of Goods:

Mode of Penalty	100% Quantity as per Purchase Order	Total delivery period
Without penalty	08-12 Weeks (Maximum)	08-12 Weeks (Maximum)

Note: The total delivery period includes opening of Letter of Credit (if any), transportation from manufacturer’s destination to the Purchaser’s Country Port, custom clearance and inland transportation to the Purchaser’s end destination. Installation, commissioning, test-run, relevant staff training, and initial maintenance are NOT included in the delivery period. However, payment to the supplier will be subject to satisfactory report by the Inspection Team and complete installation and commissioning.

b). Liquidated Damages / Penalty

- i) Wherein the Supplier entirely fails to complete deliveries as per purchase order and within the stipulated time frame specified in the Schedule of Requirements, the Contract to the extent of non-delivered portion of supplies shall stand cancelled.
- ii) After the cancellation of the Contract no supplies shall be accepted and the amount of Performance Guarantee/ Security to the extent of non-delivered portion of supplies shall be forfeited.
- iii) If the Supplier fails to supply the whole consignment and not able to deliver to the destination, the entire amount of Performance Guarantee/ Security shall be forfeited to the Purchaser account and the firm shall be blacklisted minimum for two years for future participation.
- iv) The exact time frame for making supplies with and without penalty shall be indicated in subsequent purchase orders.
- v) In case of late delivery of goods beyond the periods specified in the Schedule of Requirements and subsequent purchase order, a penalty @ 1.0% per day of the cost of late delivered supply shall be imposed upon the Supplier.
- vi) Extension in the delivery period (if any) will be considered by the Purchaser on case to case basis and strictly in accordance with PPRA Rules.

c) Incidental Services

The bidders are required to either incorporate or quote separately the costs of following incidental services being part of the contract, if applicable.

- i) **Transportation:** Equipment and supplies will be delivered up to the place of installation / final destination by the bidder at his cost and mode of transportation including loading / unloading.
- ii) **Insurance:** All insurance charges will be borne by the supplier.
- iii) **Custom Clearance:** Equipment and supplies will be cleared (from airport/seaport)

customs department by the supplier and charges/duty/taxes if any will be paid by the supplier.

- iv) **Installation:** Supplier will install the equipment at the designated place of work, free of charge, give test-run and if required, will impart on job training.
- v) **Test-Run/ Commissioning:** Equipment will be subjected to test-run after commissioning.
- vi) **Staff Training:** Where required, on job training to be provided to working staff on the equipment to be supplied / installed.
- vii) **Initial Maintenance:** Supplier will be responsible for initial maintenance of the equipment (repair and parts), for one complete year starting from the date of installation/test-run.
- viii) **Availability of Spare Parts and Consumables:** Supplier will guarantee through reliable means, acceptable to Purchaser, prompt and easy availability of spare parts & consumables for the period of FIVE years (apart from initial one year as in clause vii above), on reasonable rates.
- ix) **After Sales Service:** Supplier will provide free after sales service from trained and qualified technical staff, free of charge for one complete year (including one year with parts as mentioned above in clause(vii), after the date of installation / test-run.

d) Warranty

The supplier / original manufacturer will provide comprehensive warranty (on Judicial Paper) of free after sales service, maintenance, replacement of parts, and working of the equipment for one year from the date of supply. Post warranty maintenance contract for another two years, including after sales service with parts, rates (companies to offer percentage (%) of the contract value in the technical bid). Warranty and post warranty maintenance contract rate shall be acknowledged from the original manufacturer regardless of change of local authorized dealer.

e) Additional instructions (If applicable)

- i. Please clearly indicate the country of origin, wholly or parts, etc.
- ii. Indicate place/port of shipment.
- iii. Any state licensing or permission of export/sales/use requirements will be the responsibility of the supplier/manufacturer.
- iv. Complete literature on working, installation, circuiting, maintenance to be provided in English language, with the equipment.
- v. Training of working of the equipment and normal /minor repair, troubleshooting will be arranged by the supplier/ manufacturer, for Purchaser's staff, (Hardware/ Networking Engineers) at the purchaser's location, at the time of installation/ commissioning (for complex and high-tech equipment such as Video Wall, Digital Signage Solution, Digital Flip Charts, etc.).

SECTION-IV
STANDARD FORMS

TECH FORM 1:	Technical Proposal Cover Letter
TECH FORM 2:	Affidavit
TECH FORM 3:	Eligibility of the Bidders & Goods
TECH FORM 4:	Manufacturer/Distributor's Authorization
TECH FORM 5:	CVs of Technical Resources
FIN FORM 1:	Financial Proposal Cover Letter
FIN FORM 2:	Price Schedule

TECH FORM 1

Technical Proposal Submission Form

[Location, Date]

To

ADMIN OFFICER (_____)

Strengthening of Ministry of Planning, Development & Reform in Monitoring and Evaluation Project,
Ministry of Planning, Development & Special Initiatives (M/O PD&SI), Islamabad

Dear Sir,

We, the undersigned, offer to provide the (*IT Equipment, Licensed Software & Misc. Items*) in accordance with your Bid Document dated _ (*insert date*) _ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of items related to the assignment.

We also confirm that the Government of Pakistan / Provincial Government have not declared us ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Bid Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

AUTHORIZED SIGNATURE

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

TECH FORM 2

AFFIDAVIT

I/We, the undersigned solemnly state that:

- 1) We have read the contents of the Bidding Document and have fully understood it.
- 2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
- 3) The Goods that we propose to supply under this contract are eligible goods within the meaning of all clause of the ITB.
- 4) The undersigned are also eligible Bidders within the meaning of Clause 21 of the ITB of the Bidding Documents.
- 5) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
- 6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.
- 7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
- 8) The undersigned has no dispute anywhere in the province regarding supplies.
- 9) The undersigned agree to give warranty with repair and parts for 01 year and after sale service without parts for 02 years. (Total services for 03 years).

We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed

Note: The affidavit must be on judicial stamp paper by the Executive of the Firm & attested by Oath Commissioner.

TECH FORM 3

Name of the Firm Bid

Reference No:

Date of opening of Bid.

Documentary Evidence: Eligibility of the Bidders and Goods

Required Documentation	Checklist <i>(To be initialed by the Bidder against each document)</i>	Relevant Page Number in the Bid <i>(To be filled by the Bidder)</i>	Supporting Documents <i>(To be filled by the Bidder with name of the documents that are submitted to meet the requirement)</i>
Column:1	Column:2	Column:3	Column:4
Letter of Manufacturer's authorization			
Partnership Deed (where applicable)			
NTN Certificate			
GST Certificate			
Affidavit (Non Black Listed)			
2 Years Bank Statement			

TECH FORM 4

MANUFACTURER / DISTRIBUTOR’S/RESELLER AUTHORISATION¹

To: [Name &Address of the Procuring Agency]

WHEREAS [*name of the Manufacturer*] who are established, reputable & successful in bidding process [*name and/or description of the goods*] having factories at [*address of factory*] do hereby authorize [*name and address of Supplier/ Agent*] to submit a bid, and subsequently negotiate and sign the Contract with you against the Invitation for Bids (IFB) No. [*Reference of the Invitation to Bid*] for the goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 11 of the Instructions to the Bidders (ITB) Terms & Conditions for the goods offered for supply by the above firm against this Invitation for Bids.

Signature:-----.

Designation: -----

Official Stamp: -----

¹This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.

TECH FORM 5

Format for CV-One Pager (Technical Resources)

Name	
Designation	

Education

Degree	Year	Institution Name	Subject

Certifications/ Trainings: *(copy of certificates to be attached)*

- 1.
- 2.

Experience

Total IT Services Experience (Years): _____

Details of IT services Experience:

Company Name	Designation / Position	Experience Years / Months

FIN FORM 1

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To

ADMIN OFFICER (_____)

Strengthening of Ministry of Planning, Development & Reform in Monitoring and Evaluation Project,
Ministry of Planning, Development & Special Initiatives (MoPDSI), Islamabad

Dear Sir,

We, the undersigned, offer to provide the (*IT Equipment, Licensed Software & Misc. Items*) in accordance with your Bid Document dated _(insert date)_ and our Technical Proposal. Our attached Financial Proposal is for the sum of _(insert amount in words and figures)_. This amount is inclusive of all taxes and charges.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the bid/ proposal.

We also declare that the Government of Pakistan or Provincial Governments have not declared us ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Bid Document.

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant.

Date:

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

FIN FORM 2

Price Schedule

(To be provided to the Procuring Entity)

User Note: This form is to be filled by the Bidder and shall submit with Financial Proposal.

Name of the Firm:

Bid. Ref. No:

Date of opening of Bid.

S. No.	Name of the Item	No. of Units	Unit Price	Total Value	Applicable Taxes	Total Price (Inclusive of all taxes)
1	2	3	4	5	6	7
				3*4		5+6
1	Laptops	5				

A) FINAL TOTAL PRICE: -----
(Both in figures and words)

Signature:-----

Designation:-----

Date:-----

Official Stamp:-----

SECTION-V
Eligible Countries

Section V: Eligible Countries

Country Eligibility for the Provision of Goods, Works and Services

As an exception, firms of a Country or goods manufactured in a Country may be excluded if:

- 1) As a matter of law or official regulation, **the Purchaser's Country prohibits commercial relations with that Country**, provided that the Procuring Entity is satisfied that such exclusion does not preclude effective competition for the supply of the Goods or Works required, or
- 2) By an Act of Compliance with a Decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Purchaser's Country prohibits any import of goods from that Country or any payments to persons or entities in that Country.
- 3) For the information of Purchasers and bidders, at the present time firms, goods and services from the ***following countries are excluded*** from this bidding:
 - **Israel**
- 4) The bidder shall provide all the store / items mentioned in BoQ of Made in Pakistan "or" otherwise mentioned the country of origin (Country of Manufacture) of the offered / quoted equipment & all allied accessories. Equipment or any of its unit components quoted by the bidders must not be manufactured in Israel or India. Furthermore, the Bidder / Principle must not have any linkages with Israel or India regarding ownership, sponsoring and financing. In case any item may not confirms its country of origin, the bidder will provide the relevant documents to confirm the make and manufacture. (if any item during course of execution may not confirm about its make then bidder shall provide an affidavit in this regard).
- 5) The bidder shall provide Undertaking of no business relations, manufacture, technical assistance etc. from Israel & India pertaining.