

**Program Support Unit (PSU),
Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program
Planning & Development Board,
Government of the Punjab**



**Request for Quotations (RFQs)
Providing & Installation of IT Equipment
(Lot#1)**

Ref# PK-PSU-257312-GO-RFQ

**Program Implementation Unit, Planning & Development Board,
11-A, Upper Mall Scheme, Mian Meer Road, Lahore.
Ph# 042-99332566-69, Fax # 042-35750283**

February, 2022

Request for Quotations (RFQs)

The Program Implementation Unit of Planning & Development Board, Punjab invites quotations from eligible firms for procurement of IT Equipment for Program Support Unit (PSU) of Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program through Shopping method as defined in World Bank Procurement Regulations for IPF Borrowers.

1. Eligibility Criteria:

You are requested to submit copies of the following documents as evidence of your eligibility;

- a) Must have five years experience of providing similar goods (Letter of Incorporation will be required).
- b) Must have completed at least 05 contracts with similar capacity.
- c) Must have valid registration of NTN and GST with FBR and shall be an active taxpayer,
- d) Must have an authorized partner/dealer/distributor/reseller having a valid certificate to this effect duly issued by the manufacturer.
- e) Have maintenance facility/office in Lahore for after sales services,
- f) Not be insolvent, in receivership, bankrupt or being wound up or debarred from public procurement by the Office of the Government Public Contracts Policy;

2. Manufacturer's Authorization

A supplier that does not manufacture or producer the Goods it offers to supply shall submit a Manufacturer's Authorization using the form included to this RFQ to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Purchaser's Country.

3. Validity of offers

The offers shall be valid until ninety (90) days from the date of opening of the quotation.

4. Preparation of Quotations

- (a) Quotation shall be evaluated on package basis and the purchase order shall be issued separately to the respective firm offering the lowest evaluated price for all items.
- (b) Your price quotation/(s) shall be for all the items as described in attached documents. The currency of quoted prices and payment shall be Pakistan Rupee.
- (c) The prices should be quoted for supply, delivery and installation to Lahore, Pakistan and should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted.

5. Quoted Price

The quoted price will be including all applicable taxes, transportation and installation charges at Lahore and not subject to variation.

6. Clarifications

Any clarification request regarding this RFQ may be sent in writing to **Program Director, Program Implementation Unit, Planning & Development Board, 11-A, Upper Mall Scheme, Near Hotel Crown Plaza, Mian Meer Road, Lahore** **Date before February, 25, 2022 at 02:00 P.M.** The Purchaser will forward copies of its response to all Suppliers including a description of the inquiry but without identifying its source.

7. Sealing and Marking of Quotations

Quotations should be placed in a single envelope, clearly marked with the reference above, the name of the Supplier and the Implementing Agency.

8. Submission of Quotations

- a. Quotations are to be submitted in the form attached at **Annex-2** and **by courier or by hand.**
- b. The deadline for submission of Quotations is on or before **March 04, 2022 at 11:00 AM.**
- c. The address for submission of Quotations is:

Attention: Project Director, Program Implementation Unit, P&D Board

Address: Program Implementation Unit, Planning & Development Board, 11-A, Upper Mall Scheme, Near Hotel Crown Plaza, Mian Meer Road, Lahore.

9. Opening of Quotations

Quotations will be opened by the Purchaser's representatives on the same day after the deadline for the submission of Quotations i.e; **March 04, 2022 at 11:30 AM**

10. Evaluation of Quotations

Quotations will be evaluated on package basis to ensure compliance with the Technical Specifications and quoted price and any other requirements of the RFQ as per Schedule.

The lowest evaluated price will be determined after correcting any arithmetic errors and other specified adjustments, if any.

11. Award of Purchase Order

The Purchase Order will be awarded for the respective Supplier/s who:

- a. offers the lowest evaluated price/s,
- b. technically compliant quotation in accordance with the Evaluation of Quotations above.

The Purchaser shall invite by the quickest means the successful Supplier for any discussion/clarification that may be needed to conclude the Purchase Order.

The purchaser shall publish a evaluation report on its website with free access, before

issuance of purchase order and 10 days grievance period will be given. The information shall include the name of the successful Supplier, summary of its scope and their quoted and evaluated prices. The Competent Authority reserves the right to cancel all the offers.

On behalf of the Purchaser:

**Program Director,
Program Implementation Unit,
Planning & Development Board,
11-A, Upper Mall Scheme,
Near Hotel Crown Plaza,
Mian Meer Road, Lahore.
Ph. No. 042-99332566-69
Fax. 042-35750283**

Attachments:

Annex 1: Purchaser's Requirements

Annex 2: Quotation Form

Evaluation of Quotations

Evaluation Criteria:

The Procuring Agency's evaluation of a quotation may take into account, in addition to the Price quoted in compliance to the specification of IT Equipment as further elaborated in the **ANNEX-1** and the documents submitted with the RFQ. **Suppliers are advised to submit technical brochures (with brand name /make model etc.) of the proposed products along with the quotation.**

Technical Specifications:

ANNEX 1 may please be referred for lot wise detailed specifications of the IT equipment to be delivered.

ANNEX 1: Purchaser's Requirements

The delivery schedule expressed as days/weeks/months stipulates hereafter a delivery date which is the date of delivery with installation required.

Name of Item	Quantities	Delivery Period / Schedule of Requirement
Computer Server	01	30 days
Laptop	11	
Desktop Computer	04	
Scanner	02	
Heavy Duty Laser Printer B&W Duplex/Network	01	
Heavy Duty Colour Laser Printer	01	
Desktop Printer	10	
UPS	03	

Technical Specifications of IT Equipment				
Sr. No.	Name of Items	Description	Specifications	Qty
01	Computer Server	Rack Mountable	Chassis with up to 8, 3.5" Hot Plug Hard Drives, Tower Configuration	01
		CPU configuration	2 CPU Configuration	
		Processor	2 x Intel Xeon Silver 2.1G, 12C/24T, 18M Cache, or higher	
		RAM	2 x 16GB RDIMM, 3200MHz, Dual Rank	
		RAID Controller	Support RAID 0,1,5,6,10	
		Hard Drives	3 x 8TB 7.2K RPM NLSAS 12Gbps 3.5/2.5 in Hot-plug Hard Drive with RAID-5	
		Network Connectivity	Dual port 1GbE BASE-T	
		Operating System	Windows Server 2019 Standard (Factory Installed) or higher	
		Power Supply	Dual, Hot-plug, Redundant Power Supply (1+1), 8000W	
		Accessories	42 U Server Rack,OEM Rack/Sliding Rails, ,OEM Jumper Cord and the provided Server Machine shall be complete in all respect.	
		19" LED Display Monitor	LED Backlight / Backlit Technology	
		Keyboard & Mouse	Keyboard & Mouse (Same Brand)	
		Hardware and software	The Supplier shall configure the Server Machine for high availability and reliability, of all hardware and software	
		MAL	OEM Authorization Letter from the Manufacturer Required	
Warranty	1 Year Local			
02	Laptop	Processor Type	11th Gen Intel Core i7, or higher	11
		Processor	2.8 GHz, or higher	
		RAM	16GB DDR4	
		HDD	1 TB SSD 7200 RPM or higher	
		Display	Display: 14" FHD	
		L3 cache memory	12 MB	
		Integrated Camera and Mic	Yes	

		Connectivity:	10/100/1000 Ethernet	
		Wireless Connectivity:	Dual Band (2x2) Wireless Adapter (802.11ac supported) + Bluetooth	
		Keyboard	Backlit English (Qwerty) Keyboard (US) with Touch Pad	
		Connectivity Ports	HDMI, USB 3.0	
		Battery	Battery: 3-Cell Battery or higher	
		Operating System	Windows 11 Pro (Factory Installed)	
		Carrying Bag:	Same Brand Top Load Carrying Case	
		Wireless Optical Mouse	Same Brand	
		Proposed Model Weight	Should be less than 2kg.	
		MAL	OEM Authorization Letter from the Manufacturer Required	
		Warranty	1 Year Local Warranty	
03	Desktop Computer	Processor Type	11th Gen Intel Core i7 or higher	04
		Processor	2.8 GHz or higher	
		Chipset	Intel	
		Graphics	Intel® HD Graphics	
		Memory	16GB	
		Cache Memory	12 MB	
		HDD	1 TB SSD 7200 RPM or higher	
		DVD-RW	Yes, Built-in	
		LAN	Gigabit Ethernet	
		Wireless Connectivity	Dual Band (2x2) Wireless Adapter (802.11ac supported) + Bluetooth	
		Ports	HDMI/Display Port, USB 3.0	
		Keyboard & Mouse	Keyboard & Mouse (Same Brand)	
		Power Cable & Accessories	Power Cables with all accessories	
		Operating System	Windows 11 Pro (Factory Installed)	
		19" LED Display Monitor	LED Backlight / Backlit Technology	
		Aspect Ratio	16:9	
		Resolution	1280 x 720	
		Brightness	250 cd/m ²	
		Contrast Ratio:	1000:1	
		Connectivity Ports:	VGA, Display Port / HDMI (With HDMI to Display Port Adaptor or Display Port to	
		HDMI Adaptor	HDMI Adaptor where required)	
Cables	Standard HDMI Cable and Power			

			Cable	
		MAL	(MAL) OEM Authorization Letter from the Manufacturer Required	
		Warranty	1 Year Local Warranty	
04	Scanner	Scanner Type	Flatbed, ADF	02
		Scan Resolution Optical	Up to 600 x 600 dpi (colour and monochrome, ADF); Up to 1200 x 1200 dpi (colour and monochrome, flatbed)	
		Duty Cycle (Daily)	4,000 pages (ADF), 100 pages (Flatbed)	
		Bit Depth	24-bits external 48-bits internal	
		Scan Size	216 x 356 mm	
		Media Types	Paper (banner, inkjet, photo, plain), envelopes, labels, cards (greeting, index)	
		Scan Input Modes	Flatbed	
		Connectivity Standard	Hi-Speed USB 2.0 and USB 3.0	
		Connectivity	Built-in Fast Ethernet 10/100/1000 Base-TX network port	
		Speed	Up to 30 ppm/60 ipm 1	
		Color	White	
		Scan input modes	Scan front-panel function: Save as PDF, Save as JPEG, Email as PDF, Email as JPEG, Send to Cloud, Everyday Scan and Save as Editable Text (OCR);	
		Warranty	1 Year Warranty	
05	Heavy Duty Laser Printer B&W Duplex/Network	Printing	Laser Printing	01
		Memory:	512 MB or higher	
		Processor:	800 MHz or higher	
		Paper Size:	A6 to A3	
		Copy/Print Speed:	40 ppm or higher	
		Automatic Standard	Duplex Unit Automatic Standard	
		Standard Interfaces:	USB 2.0 (Printing & Scanning port), Ethernet 10/100/1000 Base-T	
		Printing Resolution:	1200x1200 or higher	
		Copying Resolution:	600x600 or higher	
		Scan Resolution	600 dpi	
		Paper Input	Standard 1200 sheets or higher	

		Capacity:		
		Paper Output Capacity	: Standard 250 sheets or higher	
		Warranty	1 Year Local Warranty along with Parts and Labor warranty for all components on site.	
06	Heavy Duty Colour Laser Printer	Print speed (ISO, A4)	<u>Up to 40 ppm</u>	01
		First page out black (A4, ready)	As fast as 5.7 sec or less	
		First page out color (A4, ready)	As fast as 6.1 sec or less	
		Duty cycle (monthly, A4)	Up to 150,000 pages	
		Recommended monthly page volume	Up to 40,000	
		Print technology	Laser	
		Print quality black (best)	Up to 1200 x 1200 dpi	
		Print quality color (best)	Up to 1200 x 1200 dpi	
		Display	minimum 2.03 -in (6.86 cm) QVGA LCD (color graphics) rotating (adjustable angle) display with 24-key pad	
		Connectivity, standard	Hi-Speed USB , built-in Fast Ethernet 10/100Base-TX	
		Network ready	Standard (built-in Ethernet)	
		Memory	1 GB or above	
		Processor	1 GHz or above	
		Internal Storage	None	
		Paper handling input, standard	100-sheet Multipurpose tray, 550-sheet input tray	
		Paper handling output, standard	250-sheet face-down output bin	
		Duplex printing	Automatic (standard)	
		Finished output handling Media sizes supported	Sheetfed	
		Tray 1 envelopes	Tray 1: A3, A4, A5, A6, RA3, SRA3, B4, B5, 10x15 cm envelopes (DL, C5, B5)	
		Tray 2	Tray 2: A3, A4, A5, B4, B5	
Tray	Optional tray 3: A3, A4, B4, B5			

		Media types	Paper (bond, brochure, coloured, glossy, letterhead, photo, plain, preprinted, prepunched, recycled, rough), cardstock, glossy film, transparencies, labels, envelopes	
		Minimum dimensions (W x D x H)	21.9 x 23.2 x 15.7 in	
		Warranty	1-Year Local Warranty	
07	Desktop Printers	Printing Type:	Black and White	10
		Printing Technology	Laser	
		Print Resolution:	1200x1200 DPI	
		Print Speed Black	35 PPM	
		Connectivity	Built in Ethernet Port, High Speed USB 2.0, Built-in Wi-Fi	
		Duty Cycle	65000 Pages per month	
		Standard Paper	Support for Standard Paper Sizes including A4 and Letter Size Paper	
		Input Paper	Input Paper Tray Size 250 Sheets or higher	
		Duplexing	Automatic Duplexing	
		Warranty	1-Year Local Warranty	
08	UPS	Sockets	Universal Sockets	03
		Ports	USB Port Mobile Charger	
		Boost and Buck	Built-in Boost and Buck AVR	
		Power Plugs	Space for large power plugs	
		Protection	Fuse Protection	
		Control	Microprocessor control guarantees high	
		Reliability	system reliability	
		overload protection	Provides AC overload protection	
		Auto restart	Auto restart when AC source recovers	
		Size	Compact size, lightweight	
		Charging	Fast charging	
		OFF mode	OFF mode charging	
		Functions	Cold start function	
		Alarm	Overload protection and alarm	
		protector	Surge protector against transient voltages	
Features	AVR features gives higher protection level by correcting high			

			and low voltage without using valuable battery power	
		Sockets	Universal sockets ensure hassle-free connection of virtually any equipment input plug types.	
		USB Charger	Standard USB mobile charger allows for fast and safe charging or powering any electronic peripherals like routers, modems, wireless storage devices and etc	
		Warranty	1 Year Local warranty	

Note: Supplier must attach detailed specification with brand/Make/Model on their letter head (signed & stamped) and brochures along with quotation. Any missing / incomplete information will lead to disqualification of the supplier. If any brand name mentioned in the specification the word "Equivalent" may be read.

ANNEX 2: Quotation Forms Supplier Quotation Form

From:	<i>[Insert Supplier's name]</i>
Supplier's Representative:	<i>[Insert name of Supplier's Representative]</i>
Title/Position:	<i>[Insert Representatives title or position]</i>
Address:	<i>[Insert Supplier's address]</i>
Email:	<i>[Insert Supplier's email address]</i>

To:	PSU, Pride Program, P&D Board
Purchaser's Representative:	
Title/Position:	<i>Project Director, PIU-P&D Board</i>
Address :	11-A, Upper Mall Scheme, Near Hotel Crown Plaza, Mian Meer Road, Lahore.
RFQ Ref No.:	
Date of Quotation:	

Dear *[insert name of Purchaser's Representative]*:

SUBMISSION OF QUOTATION

1. Conformity and no reservations

In response to the above named RFQ we offer to supply the Goods, as per this Quotation and in conformity with the RFQ, Delivery and Completion Schedules and Technical Specifications. We confirm that we have examined and have no reservations to the RFQ.

2. Quotation Price

The total price of our offer is *[insert the total price of the offer in words and figures, indicating the various amounts and the respective currencies]*.

3. Quotation Validity

Our Quotation shall be valid until the date specified in the RFQ, and it shall remain binding upon us and may be accepted at any time before it expires.

4. Not Bound to Accept

We understand that you reserve the right to:

- a. accept or reject any Quotation and are not bound to accept the lowest evaluated cost Quotation, or any other Quotation that you may receive, and
- b. Annul the RFQ process at any time prior to the award of the Purchase Order without incurring any liability to Suppliers.

On behalf of the Supplier:

Name of the person duly authorized to sign the Quotation on behalf of the Supplier: *[insert complete name of person duly authorized to sign the Quotation]*

Title of the person signing the Quotation: *[insert complete title of the person signing the Quotation]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* day of *[insert month]*, *[insert year]*

**Quotation for Providing & Installation
of IT Equipment**

1	2	3	4	5	6	7
Sr. No.	Description	Country of Origin	Make/Model	Unit price including Sales Tax (Rs.)	Qty	Total Amount including Sales Tax
1	Computer Server				01	
2	Laptops				11	
3	Desktop Computers				04	
4	Scanner				02	
5	Heavy Duty Laser Printer B&W Duplex / Network				01	
6.	Heavy Duty Color Laser Printer				01	
7	Desktop Printers				10	
8	UPS				03	
Total Price (including all applicable taxes)						

Signature of Supplier _____

Stamp of Firm _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Manufacturer's Authorization

*[The Supplier shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letter head of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Supplier shall include it in its Quotation, if so indicated in the **Request For Quotation.**]*

Date: *[insert date (as day, month and year) of Quotation submission]*

RFQ No.: *[insert number of RFQ process]*

To: *[insert complete name of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Supplier]* to submit a Quotation the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*.

We hereby extend our full guarantee and warranty in accordance General Conditions of Contract, with respect to the Goods offered by the above firm.

We confirm that we do not engage or employ forced labor or persons subject to trafficking or child labor.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on _____ day of _____, _____ *[insert date of signing]*