

**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 Room Fridge, Dispensers and
Microwave Oven (Lot#5)**

Ref# PK-PSU-257318-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 Room Fridge, Dispensers and Microwave Oven 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) Have maintenance facility/office in Lahore for after sales services,
- e) 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. Validity of offers

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

3. 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.

4. Quoted Price

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

5. 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.

6. 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.

7. 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.

8. 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**

9. 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.

10. Award of Purchase Order

The Purchase Order will be issued 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 **Room Fridge, Water Dispensers and Microwave Oven** 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 **Room Fridge, Water Dispensers and Microwave Oven** 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
Room Fridge	02	30 days
Water Dispenser	10	
Microwave Oven	02	

Technical Specifications of Water Dispenser, Microwave Oven and Fridge Lot#5				
Sr.No	Name of Item	Description	Specifications	Qty
01	Room Fridge	Active Dual Cooling/ Neo Fresh	Yes	02
		Digital Display	Yes	
		Premium Black Glass Door design	Yes	
		Active Seal Guard	Yes	
		Low Voltage Operation	Yes	
		No stabilizer required	Yes	
		Anti-fungal removable gasket	Yes	
		1 year extended warranty	Yes	
02	Water Dispenser	Cooling Power Input:	100 W	10
		Cooling Water:	5-12 Degree	
		Cold Water Capacity:	3.5 Ltrs P/H	
		Heating Power Input:	550 W	
		Hot Water Temp:	86-95 Degree	
		Heating Water:	4 L/H	
		Compressor Cooling:	Yes	
		Super Slim Design	Yes	
		Overheat Protection	Yes	
		LED Indicators for Hot and Cold	Yes	
		Mini Refrigerator	Yes	
		Quite Operation	Yes	
		Energy Saving	Yes	
		Eco Friendly	Yes	
		Compressor Cooling	Yes	
03	Microwave Oven	Capacity	30 Liters	02
		Function:	Heating 5 in 1	
		Grilling	Yes	
		Cooking	Yes	

		Baking	Yes	
		Air Fryer	Yes	
		Eco Mode Standby	Yes	

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 Room Fridge, Water Dispenser and Microwave Oven

1	2	3	4	5	6
Sr. No.	Description	Country of Origin	Unit price including Sales Tax (Rs.)	Qty	Total Amount including Sales Tax
1	Room Fridge			02	
2.	Water Dispensers			10	
3.	Microwave Oven			02	
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 of RFQs, 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]*