

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



Evaluation Report

**Request for Quotations (RFQ)
Procurement of Photocopiers and Fax Machine**

Ref# PK-PSU-257316-GO-RFQ

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

1. PROJECT BACKGROUND

Government of Punjab in collaboration with World Bank Group is implementing Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program. It is a five year program funded by the World Bank Group with objective to strengthen Public Financial Management (PFM) Systems and revenue mobilization in the Punjab Province. For this purpose, a Program Support Unit (PSU) is established under P&D Board which oversees the monitoring & coordination of this program under Technical Assistance Component. Government of the Punjab under PSU, PRIDE program intends to apply part of the funds to cover eligible payments under the Contract for **Procurement of Photocopiers and Fax Machine**. Since the estimated cost is **USD=9,057 (PKR=1,500,000)**, therefore, the procurement is processed through shopping method in accordance with World Bank Procurement Regulations July 2016 (Revised August 2018).

2. GENERAL

The invitation for RFQs was uploaded on the website of PIU on **23.09.2022** (**Appendix-1**). Following interested firms participated in the procurement process:

- i) M/s O&A Business Machines
- ii) M/s COS Traders
- iii) M/s Office Automation Group
- iv) M/s X-Print Business Solution

3. SUBMISSION OF QUOTATIONS

The date and time for submission of quotations was fixed on **04.10.2022** at **11:00 A.M** and quotations from above mentioned four (04) firms were received till the fixed date and time:

4. QUOTATION OPENING

Quotations were opened on **04.10.2022 at 11:30 A.M** in committee room of Program Implementation Unit, P&D Board by the Procurement Committee in presence of representatives of the firms who attended. The name of firms and their quoted prices were announced and recorded. Minutes of the quotations opening meeting is attached as **Appendix-2**. The detail is given as under:



Sr. #	Name of Firm	Quoted Price (Inclusive of taxes)
01	M/s O&A Business Machines	Rs.1,786,000
02	M/s COS Traders	Rs.1999,000/-
03	M/s Office Automation Group	Rs.2,499,000/-
04	M/s X-Print Business Solution	Rs.2,899,000/-

5. QUOTATION EVALUATION

The procurement committee evaluated the quotations on the basis of following parameters as mentioned in the RFQ documents.

- i. Must have valid registration of NTN and GST with FBR and shall be an active taxpayer,
- ii. Must be an authorized partner/dealer/distributor/reseller having a valid certificate to this effect duly issued by the manufacturer.
- iii. Have maintenance and repair facility/office in Lahore for after sales services.
- iv. Not be insolvent, bankrupt or debarred from public procurement.
- v. Compliance of technical specification.
- vi. Price comparison.

6. ARITHMETIC CHECK AND CORRECTIONS

The quotations were checked for arithmetic corrections and corrections have been applied where required. The details of arithmetic corrected price have been summarized as following:

Sr. No.	Name of Firm	Arithmetic Corrected Price (Inclusive of taxes)
01	M/s O&A Business Machines	Rs.1,786,000
02	M/s COS Traders	Rs.1,999,000/-
03	M/s Office Automation Group	Rs.2,499,000/-
04	M/s X-Print Business Solution	Rs.2,899,000/-

7. PRICE VALIDITY

The price validity period of 90 days from the date of quotation opening was specified in the RFQ.

8. TIME FOR COMPLETION

The firms agreed to deliver the goods within **30 days** from the date of issuance of Purchase Order as per bid documents.

9. COMPLIANCE WITH ELIGIBILITY REQUIREMENTS

The firm's compliance have been reviewed with the requirements of RFQ.

10. COMPARATIVE STATEMENT

The quotations based on comparative statement is placed at **Appendix-3**.

11. CONCLUSIONS AND RECOMMENDATIONS.

Based on the detailed evaluation, it is concluded that **M/s Office Automation Group** has submitted the lowest evaluated quotation of **Rs.2,499,000/- (inclusive of all applicable taxes)**. Accordingly, it is recommended by the Procurement Committee, PSU, PRIDE that the Purchase Order may be issued to the selected firm before expiration of the price validity period.



APPENDIX 1: ADVERTISEMENT



GOVERNMENT OF THE PUNJAB
PROGRAM IMPLEMENTATION UNIT (PIU)
PLANNING & DEVELOPMENT BOARD

REQUEST FOR QUOTATIONS (RFQs)

The Program Implementation Unit, Planning & Development Board, Punjab invites quotations from eligible firms for procurement of following equipment for its Program Support Unit under different lots through shopping method as defined in World Bank Procurement Regulations for IPF Borrowers:

Lot#	Description of Procurement of Goods
01	Procurement of Motorcycles 100 CC
02	Providing & Installation of Photocopiers and Fax Machine

The deadline for submission of quotation is on or **before October 04, 2022 at 11:00 AM** and the same will be opened on **October 04, 2022 at 11:30 AM**. The advertisement and detailed Request For Quotations (RFQs) are available at our website www.piu.punjab.gov.pk/tenders.

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

APPENDIX 2: BID OPENING RECORD



GOVERNMENT OF THE PUNJAB
PROGRAM SUPPORT UNIT
PLANNING & DEVELOPMENT
BOARD

Subject: MINUTES OF PROCUREMENT COMMITTEE MEETING FOR OPENING OF QUOTATIONS FOR PROCUREMENT OF PHOTOCOPIERS & FAX MACHINE AND MOTORCYCLE 100 CC (2NOS) FOR PROGRAM SUPPORT UNIT, PLANNING & DEVELOPMENT BOARD

(Date & Time: 04.10.2022 at 11:30 A.M)

A procurement committee meeting for opening of quotations for procurement of goods under different lots for Program Support Unit, PRIDE was held under the Chairmanship of Program Director, Program Implementation Unit, Planning & Development Board on 04.10.2022 at 11:30 A.M. List of participants is attached at Annex-A

PROCESS OF BID OPENING:

2. All the members of procurement committee and representative of the firms who choose to attend reached in time. It was briefed by the Procurement Specialist, PIU, P&D Board that procurement activities for procurement of Photocopier (2Nos) & Fax Machine (1Nos) and Motorcycles 100 CC (2Nos) were cleared by the World Bank in the Procurement Plan of PSU, PRIDE, P&D Board during 2021. Afterwards the procurement committee opened the lot wise quotations and readout their prices in the presence of representative of the firms who attended. The detail of firms and their quoted prices are given as under:

Lot No.	Description	Name of Firm	Quoted Price (Inclusive of all taxes)
01	Providing & Installation of Photocopiers and Fax Machine	i. O & A Business Machines	1,786,000
		ii. Office Automation Group	2,499,000
		iii. COS Traders	1,999,000
		iv. X-Print Business Solution	2,899,000
02	Providing of Motorcycle 100 CC (2Nos)	i. Atlas Honda	311,800
		ii. Pak Suzuki Motors	458,000
		iii. Yamaha Motors Pakistan	546,000

3. The chair directed to all the committee members to prepare the detailed evaluation report to proceed with lot wise award of contracts.

[Handwritten signatures]

Decisions:

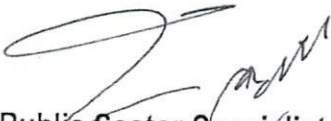
- i) Procurement committee opened the lotwise quotations and readout their prices and signed accordingly in the presence of representative of firms who attended.
 - ii) Procurement committee decided to prepare the detail evaluation report to proceed with award of contracts under each lot.
 - iii) Ten days grievance period will be given by uploading the evaluation report on the website of PIU for disclosure of award of contracts.
4. During the whole procurement process there was no dispute found and no grievance raised from any bidder.
5. The meeting ended with vote of thanks to and from the chair.



Program Officer
PIU, P&D Board



Procurement Specialist
PIU, P&D Board



Public Sector Specialist
PSU, P&D Board



Program Director
PIU, P&D Board



Subject: **MINUTES OF PROCUREMENT COMMITTEE MEETING FOR EVALUATION OF QUOTATIONS FOR PROCUREMENT OF GOODS UNDER PROGRAM SUPPORT UNIT, P&D BOARD**

(Date & Time: 25.10.2022 at 12:00 P.M)

A procurement committee meeting for evaluation of quotations was held under the Chairmanship of Program Director, Program Implementation Unit, Planning & Development Board on 25.10.2022 at 12:00 P.M for procurement of goods under Program Support Unit, P&D Board. List of the participants is attached at **Annex-A**.

2. All the members of procurement committee reached in time. The procurement committee evaluated the quotations as per eligibility criteria mentioned in the Request for Quotations (RFQ) and selected the firm as per detail given below:

Lot#	Description	Name of Selected Firm	Total Price (Inclusive of Taxes)
01	Providing & Installation of Photocopiers and Fax Machine	M/s. Office Automation Group	2,499,000


3. The detailed evaluation report is enclosed at **Annex-B**. The committee decided that evaluation report will be uploaded on the website of PIU, P&D Board and ten days grievance period will be given before proceeding with award of work order to the selected firm. During the whole procurement process there was no dispute found and no grievance raised from any firm.

4. The meeting ended with a vote of thanks to and from the chair.


Public Sector Specialist


Procurement Specialist, PSU


Program Officer


Program Director, PIU






GOVERNMENT OF THE PUNJAB
PROGRAM SUPPORT UNIT
PLANNING & DEVELOPMENT BOARD

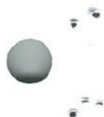
Subject: **PROCUREMENT COMMITTEE MEETING FOR EVALUATION OF
QUOTATIONS FOR PROCUREMENT OF GOODS UNDER PROGRAM
SUPPORT UNIT, P&D BOARD**

(Date & Time: 25.10.2022 at 12:00 P.M)

Sr. No.	Name of Participant	Designation	Organization
01	Mr. Ali Jalal	Program Director	PIU, P&D Board
02	Dr. Shahid Adil	Public Sector Specialist	PSU, P&D Board
03	Mr. Ali Faisal	Procurement Specialist	PSU, P&D Board
04	Ms. Yasir Younas	Program Officer	PIU, P&D Board

r. NO.	Description	O&A Business Machines	Complete Office Solutions	Office Automation Group	X-Print Business Solutions
		Responsive Yes/No	Responsive Yes/No	Responsive Yes/No	Responsive Yes/No
1	Must have valid registration of NTN and GST with FBR and shall be an active taxpayer,	Yes	Yes	Yes	Yes
2	Must be a manufacturer or authorized partner/dealer/distributor/reseller having a valid certificate to this effect duly issued by the manufacturer.	Yes	No	Yes	Yes
3	Have maintenance and repair facility/office in Lahore for after sales services,	Yes	Yes	Yes	Yes
4	Not be insolvent, bankrupt or debarred from public procurement .	Yes	Yes	Yes	Yes
5	Compliant with technical Specifications	No	No	Yes	Yes
	Status	Not Qualified	Not Qualified	Qualified	Qualified



Technical Specifications Evaluation: Providing and Installation of Photocopiers and Fax Machine

Sr. No.	Name of Items	Description	Specifications	O & A Business Machines		COS Traders		Office Automation Group		X-Print Business Solution	
				Quoted Brand/Make/Model	Responsive Yes / No	Quoted Brand/Make/Model	Responsive Yes / No	Quoted Brand/Make/Model	Responsive Yes / No	Quoted Brand/Make/Model	Responsive Yes / No
01	Photocopiers	Laser Printing	Indirect Electrostatic Photographic Method/ Laser Printing	Toshiba E-Studio 4528 A	Konica Minolta bizhub 367	Konica Minolta bizhub 450i	Konica Minolta bizhub 450i	Yes	Yes	Konica Minolta bizhub 450i	Yes
		Memory:	2 GB or Higher								
		Hard Disk:	250 GB or higher								
		Paper Size:	A6 to A3								
		Copy/Print Speed:	45 ppm or higher								
		Automatic Standard	Duplex Unit Automatic Standard								
		Standard Interfaces:	USB 2.0 (Printing & Scanning port), Ethernet								
		Printing Resolution:	1200*1200 or higher								
		Copying Resolution:	600*600 or higher								
		Scan Resolution:	600 dpi								
		Paper Input Capacity:	Standard 1150 sheets or higher								
		Paper Output Capacity:	Standard 250 sheets or higher								
		Operation Method:	Color touch control panel								
Trolley	Built in										
Warranty	1 Year Local										
2	Fax Machine	Printing	26 PPM Printing/26 CPM copying (A4)	HP LaserJet Pro MFP M226 Series	Pantum M7200 FDW	Pantum M7200 FDW	Pantum M7200 FDW	Yes	Yes	Pantum M7200 FDW	Yes
		Print resolution	600 DPI Print resolution								
		Scan Resolution:	Up to 19200 interpolated DPI scan Resolution								
		Input Tray	35- Sheet ADF & 250-Sheet Input Tray								
		USB interface	High-speed, built-in USB interface								
		Warranty	1 Year Warranty								
		OVERALL RESPONSIVENESS									

M. S. S.



Lot#	Description	Items	Qty	O&A Business Machines			Complete Office Solution			Office Automation Group			X-Print Business Solutions		
				Quoted Brand/Make/Model/ Country of Origin	Unit price including Sales Tax (Rs.)	Total Amount including Sales Tax	Quoted Brand/Make/Model/ Country of Origin	Unit price including Sales Tax (Rs.)	Total Amount including Sales Tax	Quoted Brand/Make/Model/ Country of Origin	Unit price including Sales Tax (Rs.)	Total Amount including Sales Tax	Quoted Brand/Make/Model/ Country of Origin	Unit price including Sales Tax (Rs.)	Total Amount including Sales Tax
1	Providing and Installing Photocopiers and Fax Machine	Photocopier	2	Toshiba e-Studio 4528A	859,000	1,718,000	Konica Minolta bizhub 367	950,000	1,900,000	Konica Minolta bizhub 450i	1,200,000	2,400,000	Konica Minolta bizhub 450i	1,400,000	2,800,000
		Fax Machine	1	HP LaserJet Pro MFP M226 Series	68,000	68,000	Pantum M7200 FDW	99,000	99,000	Pantum M7200 FDW	99,000	99,000	Pantum M7200 FDW	99,000	99,000
Total Price (including all applicable taxes)						1,786,000			1,999,000			2,499,000			2,899,000





