

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



**Request for Quotation (RFQ)
Procurement of Motorcycle 100 CC (2Nos)**

Ref# PK-PSU-257322-GO-RFQ

**Program Implementation Unit / Program Support Unit,
Planning & Development Board,
11-A, Upper Mall Scheme, Mian Meer Road, Lahore**

October, 2022

Request for Quotation (RFQ)

The Program Support Unit of Planning & Development Board, Punjab invites quotations from eligible firm for procurement of Motorcycle 100 CC (2Nos) for Program Support Unit (PSU) of Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program through RFQ/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 valid registration of NTN and GST with FBR and shall be an active taxpayer,
- b) Must be a manufacturer or authorized dealer having a valid certificate to this effect duly issued by the manufacturer.
- c) Have maintenance facility/office in Lahore for after sales services,

2. Validity of offers

The offers shall be valid until thirty (30) days from the date of opening of the quotation.

3. Preparation of Quotations

- (a) Quotation shall be evaluated on the basis of prices/eligibility of firm and the purchase order shall be issued to the firm offering the lowest evaluated price.
- (b) Your price quotation/(s) shall be for 100CC Motorcycle (2Nos) as described in attached documents. The currency of quoted prices and payment shall be Pakistan Rupee.
- (c) The prices should be quoted for supply and delivery at Lahore, Pakistan.

4. Quoted Price

The quoted price will be inclusive of all applicable taxes and transportation charges at Lahore and not subject to variation.

5. Clarifications

Any clarification request regarding this RFQ may be sent in writing to **Procurement Specialist PIU/PSU, Planning & Development Board, 11-A Upper Mall Scheme, Mian Meer Road, Lahore**

6. Sealing and Marking of Quotations

Quotations will be submitted in a single envelop marked with reference above, the name of the firm and client.

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 receiving of Quotations is on or before **October 4, 2022 at 11:00 AM.**

8. Opening of Quotations

Quotations will be opened by the Purchaser's representatives on the same day after the deadline for the receiving of Quotations i.e.: **October 4, 2022 at 11:30 AM**

9. Evaluation of Quotations

Quotations will be evaluated on price/qualification 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.

10. 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 responsive quotation in accordance with the Request for Quotation (RFQ) document.

**Program Director PIU,
Planning & Development Board,
11-A upper mall scheme, 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 Motorcycle 100CC (2Nos) 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 detailed specifications of the Motorcycle 100CC (2Nos) 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
1	Motorcycle 100CC	02	30 days

Technical Specifications for Motorcycle 100CC				
Sr.	Name of Item	Description	Specification	Qty
1	Motorcycle 100CC	Engine	4-Stroke	02
		Displacement	100 CC	
		Starting	Kick Starter/ Self Starter	
		Fuel Tank	9 Liters or more	
		Dry Weight	Less than 115 Kg	
		Warranty	Engine 3 Years or 20,000-Km	
			As per standard warranty of the manufacturer	

Note: Supplier must attach detailed specification with brand/Make/Model on their letter head (signed & stamped) and brochures along with quotation.

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:	Program Implementation Unit, P&D Board
Purchaser's Representative:	
Title/Position:	<i>Program 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 under World Bank procurement Regulations.

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 Motorcycle 100CC

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	Motorcycle 100CC			02	
Total Price (including all applicable taxes) and charges					

Signature of Supplier _____

Stamp of Firm _____

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