

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



**Request for Quotations (RFQ)  
Providing & Installation of Photocopiers and Fax Machine**

**Ref # PK-PSU-257316-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 firms for procurement of Photocopiers and Fax Machine 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 valid registration of NTN and GST with FBR and shall be an active taxpayer.
- b) Must have an authorized partner/dealer/distributor/reseller having a valid certificate to this effect duly issued by the manufacturer.
- c) Have maintenance and repair facility/office in Lahore for after sales services,
- d) 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 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 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 inclusive of all applicable taxes, transportation and installation charges at Lahore.

## 6. 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**. 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 firm and client.

## 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 **October 4, 2022 at 11:00 AM**.
- c. The address for submission of Quotations is:

**Attention:** Program 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; **October 4, 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, 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 responsive quotation in accordance with the Request for Quotation.

The Competent Authority reserves the right to cancel all the offers.

On behalf of the Purchaser:

**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 Photocopiers and Fax Machine 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 package wise detailed specifications of the Photocopiers and Fax Machine 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.

<b>Sr. No.</b>	<b>Name of Item</b>	<b>Quantities</b>	<b>Delivery Period / Schedule of Requirement</b>
1	Photocopiers	02	30 days
2	Fax Machine	01	

Technical Specifications for Photocopiers and Fax Machine				
Sr. No	Name of Item	Description	Specifications	Qty
1	Photocopiers	Laser Printing	Indirect Electrostatic Photographic Method / Laser Printing	02
		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 10/100/1000 Base-T	
		Printing Resolution:	1200x1200 or higher	
		Copying Resolution:	600x600 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)	01
		duplexing	24 ppm Quick duplexing (A4)	
		Print resolution	600 DPI Print resolution	
		scan Resolution	Up to 19200 interpolated DPI scan Resolution	
		Input Tray	35-Sheet ADF & 250-Sheet Input Tray	
		LCD	2-line, 16-digit LCD with white backlight	
		prevention function	Super G3 Fax with misdial prevention function	
		USB interface	High-speed, built-in USB interface	
		Warranty	1 Year 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.

## ANNEX 2: Quotation Forms Supplier Quotation Form

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

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

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 Photocopiers and Fax Machine

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	Photocopiers				02	
2	Fax Machine				01	
<b>Total Price (including all applicable taxes) and installation charges</b>						

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 RFQ, 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]*