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 Licensed Software

Ref# PK-PSU-363650-Go-RFQ

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

June, 2024

Request for Quotations (RFQs)

The Program Support Unit, Planning & Development Board, Punjab invites quotations from eligible firms for **providing and installation of Licensed Software** under Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program, Planning & Development Board 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 similar contracts (supported with documentary evidences, i.e; copies of contract, work order and completion certificate etc).
c) Must have valid registration of NTN and GST with FBR and shall be an active taxpayer (supported with documentary evidence),
d) Must be an authorized partner/dealer/distributor/reseller or contractor.
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.

2. Validity of offers

The offers shall be valid until 45 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. Sealing and Marking of Quotations

Quotations should be placed in a single envelope, clearly marked with the reference above including the name of the firm, description of procurement and lot number.

6. 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 **June 21, 2024 at 11:00 AM.**

c. The address for submission of Quotations is:

Attention: Program Director, Program Implementation / Support Unit, P&D Board

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

7. Opening of Quotations

Quotations will be opened by the procurement committee, PIU/PSU, P&D Board on the same day after the deadline for the submission of Quotations i.e; **June 21, 2024 at 11:30 AM**

8. Evaluation of Quotations

Quotations will be evaluated on package basis to ensure compliance of Technical Specifications, eligibility, quoted price and any other requirements of the RFQ.

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

9. Award of Purchase Order

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

a. offers the lowest evaluated price/s,
b. compliant with the technical specifications and eligibility criteria.

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

The competent authority reserves the right to cancel all the offers under the World Bank Procurement Regulations.

10. Delivery Period

The successful supplier / firm shall be required to deliver all items with complete installation within 30 days w.e.f. issuance of purchase order. Any extension beyond the delivery period shall be subject to approval of the client.

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

Annex 1: Technical Specifications
Annex 2: Quotation Form

Evaluation of Quotations

Evaluation Criteria:

The client during evaluation process shall take into account, in addition to the price quoted, the compliance to the technical specification, as further elaborated in the **ANNEX-1** eligibility of supplier and the supporting 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 **providing and installation of Licensed Software** to be delivered.

ANNEX-1

ADOBE ACROBAT PRO			
SR #	**ITEM**	**DESCRIPTION**	**QTY**
1.	**ADOBE ACROBAT PRO**	Software License • New Latest Cloud based License. • Adobe Acrobat Pro with online services • Must be available on desktop, web, and mobile • https://www.adobe.com/acrobat/pricing.html • Supplier should quote in PKR for Annual subscription of new license. • Relevant tax should be mentioned separately in the quotation.	1.0 Each for Three Years

Note:

i. Supplier must attach detailed specification with brand/Make/Model on their letter head (signed & stamped) with detailed brochures alongwith quotation.

ii. If any brand name mentioned in the specification the word “Equivalent” may be read.

iii. Minimum warranty period of one year will be applicable where the warranty period of the item is not specified.

iv. Any missing / incomplete information will lead to disqualification of the supplier

ANNEX-2

Quotation Forms Supplier Quotation Form

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

To:	Program Director, Program Implementation / Support Unit, Planning & Development Board
Client's Representative:	-do-
Title/Position:	-do-
Address :	Program Director, PIU/PSU, P&D Board, 11-A, Upper Mall Scheme, Mian Meer Road, Lahore.

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 and installation of Licensed Software

1	2	3	4	5	6	7
Sr. No.	**Description**	**Country of Origin**	**Make/ Model**	**Unit price including Taxes (Rs.)**	**Qty**	**Total Amount including Taxes**
1.	Adobe Acrobat Pro				01	
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.