

## **REQUEST FOR QUOTATION (RFQ)**

### **Procurement of Laptop for PMDFC's Head Office at Lahore**

**DEADLINE FOR SUBMISSION OF RFQ:** *November 08, 2021 by 1100 hours*

**OPENING DATE & TIME OF RFQ:** *November 08, 2021 by 1130 hours*

1. The Govt. of Punjab (hereinafter called "Borrower") has received financing from the International Development Association (IDA) in the form of a "credit" (hereinafter called "credit") toward the cost of "Punjab Cities Program (PCP)". Punjab Municipal Development Fund Company (PMDFC), an implementing agency, intends to apply a portion of the proceeds of this loan to eligible payments under the contract for Procurement of Laptop for PMDFC.

2. PMDFC now invites sealed quotations from authorized supplier/dealers for the supply of one Laptop for PMDFC's Head Office Lahore.

3. The Request for Quotation document and accompanying documents must be delivered to PMDFC office situated at **Building#184, Scotch Corner, Upper Mall Scheme Lahore** no later than **November 08, 2021 by 1100 hours (Local Time)**. The quotations/bids so received will be opened in the presence of the representative of the bidders at 11:30 am on the same day.

4. **Qualification Criteria: -**

- a. Supplier must be registered with appropriate forum – Copy of Incorporation Certificate must be provided.
- b. Copy of valid NTN & GST certificate and Active Tax Payer Status of both Income Tax and Sales Tax.
- c. Supplier must not be blacklisted/debarred/cross-debarred/ineligible/sanctioned from Public Procurement Regulatory Authorities/Procuring Agencies/World Bank, International Donor Agencies – An Undertaking to be provided on non-judicial stamp paper of appropriate value.
- d. Supplier must have supplied and completed at-least three (03) years of experience of for supply of similar items. Suppliers must provide copies of at least three (03) valid purchase orders/contract agreements against supply of similar items in the last three (03) years to establish the required experience.

5. **Evaluation Criteria and Issuance of Purchase Order/Notification of Award:**

The bidders shall provide acceptance of terms and conditions including specifications of the RFQ document.

The quotations of responsive bidders shall be evaluated for technical compliance to desired specifications and afterwards comparing the quoted prices of responsive and technically qualified bidders. Purchase Order/Notification of Award shall be issued to the lowest evaluated responsive bidder based on overall value of lowest evaluated cost.

6. **Bid Security: -**

PKR 10,000/- (Ten Thousand Only)

7. **General Terms and Conditions: -**

- a. Purchase Order/Notification of Award shall be issued to the lowest evaluated responsive bidder meeting all the requirements stated in the Request for Quotation document.
- b. Evaluation will be done for complete 100% required quantity & Delivered Duty Paid (DDP) – PMDFC Price basis i.e., inclusive of all taxes, duties, transportation costs, levies, boarding lodging and fees.
- c. Bid should be in Pakistani Rupees. The quoted prices shall not be adjustable.
- d. The quotation must be submitted in sealed envelope according to the attached price schedule and must be completed in all respect.
- e. Incomplete and late bids/quotations shall be rejected.
- f. One bidder can quote only one offer.
- g. In case of any difference in unit cost and total cost, unit rate shall prevail. In case of difference in amount in words and figures, calculations from unit rate shall prevail.
- h. Quotation must be signed by authorized representative and stamped with company stamp.
- i. Supply, installation and commissioning of Laptop must be satisfactorily completed at site as per delivery schedule attached within 30 days of issuance of Purchase Order/Notification of Award.
- j. The bidders are requested to give their best price as no negotiations are expected.
- k. Quotations shall be valid for a period of 30 days from the last date of submission.
- l. The payment shall be made after successful delivery of goods, installation and completion of project. Satisfactory performance completion certificate signed by the concerned officer incharge at site /countersigned by the authorized representative of PMDFC should preferably be submitted along with the original invoice and sales tax invoice.
- m. The Purchaser reserves the right at the time of issuance of Purchase Order/Notification of award to increase or decrease the quantity of goods and services originally specified in the schedule without any change in unit price or other terms and conditions.
- n. The Purchaser reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to issuance of Purchase Order/Notification of award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Purchaser's action.
- o. Items including hardware & software (if any) provided are new/unused, licensed and with warranty.

- p. Request for clarification (if any) should be received in-writing by October 28, 2021.
- q. The bidder may visit site (if required) in order to facilitate preparation of its bid/offer.
- r. Bid must be submitted in hard form. Email submission shall not be accepted. In case of courier, it must reach office before specified time.
- s. The quotations/bids so received will be opened in the presence of the representative of the bidders at 11:30 am on the same day.

8. **Liquidated Damages: -**

Liquidated damages shall apply for late delivery and its rate shall not exceed (0.5) % per day and the maximum damage shall not exceed (10) % of the total contract/award price.

If the Bidder fails to deliver any or all of the Goods and to perform the Services within the period(s) specified in Schedule, the Purchaser shall, without prejudice to its other remedies under the purchase order/contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified above of the delivered price of the delayed Goods for each day or part thereof of delay until actual delivery, up to a maximum deduction of the percentage specified above.

9. **Quality & Inspection: -**

The authorized representative of PMDFC shall inspect quality of hardware, software and project commissioned. Satisfactory job completion certificate shall be demanded from Purchaser after 7 days of trial operational period after commissioning and start-up.

10. **Payment Terms: -**

The payment shall be made within **thirty (30) days** of presentation of claimed invoice along with supporting documents indicating time delivery of supply and installation and acceptance of project.

Following supporting documents are required with the bill/payment invoice:

- a. Sales tax invoice
- b. Exemption certificate if applicable
- c. Delivery Challan indicating date, quantity and specification of delivered items
- d. Certificate that items provided are new/unused and with warranty.
- e. A certificate of completion order from the Purchaser declaring that the supply of goods and commissioning at designated site have been delivered and accepted by Purchaser.

11. **Warranty Terms: -**

- a. Bidder shall provide standard 12 months warranty from Satisfactory job completion certificate.

- b. Warranty includes faulty design, malfunction, defected material, workmanship error etc.
- c. Bidder undertakes that any fault under warranty shall be rectified within 24 hours and within 3 days (in case of replacement) of issue reported without any additional cost and billing.

12. **Force Majeure: -**

For any delay or failure to deliver and install the equipment on account of Force Majeure reasons such as war, military operations, revolution, strike, riots, fire, floods, epidemic, and such other reasons not incorporated in this clause and unpredictable at present being beyond control or remedy, bidder shall not be held responsible, and the delivery period may be extended suitably and/or revised by the Purchaser.

**NOTE: The bidder must comply the above stated terms & conditions in all respect otherwise its quotation shall be rejected.**

**PUNJAB MUNICIPAL DEVELOPMENT FUND COMPANY (PMDFC)**

Attn.: Managing Director, PMDFC

Building#184, Scotch Corner, Upper Mall Scheme Lahore

Tel: +92 42 99204632/ 35758851

Email: [procurement@pmdfc.org.pk](mailto:procurement@pmdfc.org.pk)

Website: <https://pmdfc.punjab.gov.pk/>

## Technical Specifications

<b><u>One Laptop (PMDFC Lahore office)</u></b>	
<b>Building#184, Scotch Corner, Upper Mall Scheme Lahore</b>	
a.	Processor i7, 11 <sup>th</sup> Generation or Higher
b.	Ram 16 GB
c.	SSD 1 TB
d.	14" Screen Size
e.	Touch Screen
f.	X 360
g.	Resolution 1920 x 1080 or Higher
h.	Window 10 Professional or Higher (License)
i.	Original Bag
j.	Wireless Mouse with Pointer
k.	MacAfee Antivirus with 3 Years License
l.	One Year Warranty

## Delivery Schedule:

PMDFC Lahore office	Within 30 days of Purchase Order / Notification of Award
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## Price Schedule

### Laptop (PMDFC Lahore office)

Sr. No.	Description	Unit (Qty)	Unit Price without tax	Total Price including all taxes and fees
1	Laptop	One		
	Total Price (Pakistani Rupees)			

**Total Price (including all taxes and other costs) for PMDFC Lahore:**

PKR \_\_\_\_\_

**In words:** Pakistani Rupees \_\_\_\_\_

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