



Punjab Cities Program
Credit No.:6243-PK
Contract Title: Procurement of Furniture
Reference No. PK-PMDFC-173020-GO-RFQ



REQUESTS FOR QUOTATIONS (RFQ)

Procurement of Office Furniture for PMDFC Head Office Lahore and Regional Offices (Gujranwala, Faisalabad & Khanewal)

The Govt. of Pakistan (hereinafter called "Borrower") has received financing from the International Development Association (IDA) in the form of a "loan" (hereinafter called "loan") 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 Furniture. Accordingly, sealed quotations are invited from the local bidders, which are on the active taxpayers list (Income & Sales Tax) at FBR.

Procurement will be conducted through Requests for Quotations (RFQ) method as specified in *The World Bank's Procurement Regulations for IPF Borrowers July 2016 Revised November 2017 and August 2018* and is open to all eligible bidders as defined in the Procurement Regulations.

PMDFC now invites **sealed quotations** from eligible suppliers for the supply of Furniture items for PMDFC Head Office at Lahore and 03 x Regional Offices located at Gujranwala, Faisalabad & Khanewal as per delivery schedule specified in RFQ documents. Following are desired quantities and Qualification Requirements:

S. No.	Description	Qty (units)	S. No.	Description	Qty (units)	Qualification Requirements
1	Revolving Chair	59	6	Steel Almirah	20	a. Suppliers 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. Suppliers must not be blacklisted from PPRA/Procuring agency – Undertaking of no black-listing to be provided on non-judicial stamp paper of appropriate value. d. Suppliers must have at-least three (03) years of experience of for supply of similar items as requisitioned in the RFQ documents. Suppliers must provide copies of at least three (03) valid purchase orders/contract agreements against the supply of similar furniture items in the last three (03) years to establish the required experience. e. Suppliers must have active furniture depot in Pakistan – evidence to be provided
	Officer Table with Side Rack	6	7	Office Cabinet	30	
3	Office Table (Small)	29	8	Conference Room Table (Executive) Size: 16' x 5' x 2½'	1	
4	Visitor Chairs/Conference Table Chairs	102	9	Conference Room Table (Executive) Size: 14' x 5' x 2½'	2	
5	Side Rack	15	10	Conference Room Table (Executive) Size: 12' x 5' x 2½'	1	


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A complete set of RFQ documents containing specifications and detailed terms & conditions can be obtained from Procurement Room, 1st Floor, H#184, Upper Mall, Scotch Corner, Lahore on submission of written application on company letter head, duly supported by valid copy of NTN & GST certificates. The advertisement and RFQ documents shall also be available on website www.pmdfc.org.pk

Quotations, duly accompanied by a "Bid Security" @ 2% of total quoted value in shape of a pay order/demand draft/call deposit from nationalized/Scheduled Bank in Pakistan in the name of *Punjab Municipal Development Fund Company*, must be delivered to the address given below on or before 1100 hours on 25th August, 2020. Electronic submission shall not be permitted. Late quotations will not be accepted.

Quotations will be publicly opened on same date at 1130 hours, in the presence of the suppliers' representatives and anyone who choose to attend, in the Conference Room, Punjab Municipal Development Fund Company, H#184, Upper Mall, Scotch Corner, Lahore. A Sealed quotation Box is placed at the reception counter of said premises.

MANAGING DIRECTOR
Punjab Municipal Development Fund Company (PMDFC)
H#184, Upper Mall, Scotch Corner, Lahore
Ph: 042-99204386-89 Fax: 042-99204390
Email: info@pmdfc.org.pk
Web-site: www.pmdfc.org.pk

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RFQ NO. PK-PMDFC-173020-GO-RFQ



GOVERNMENT OF PUNJAB,
PUNJAB MUNICIPAL DEVELOPMENT FUND COMPANY (PMDFC)
H#184, Upper Mall, Scotch Corner, Lahore
Tele- +92-42-99204386-89, Fax - +92-42- 99204390

PUNJAB CITIES PROGRAM (PCP)
REQUESTS FOR QUOTATIONS (RFQ)

Procurement of Office Furniture for PMDFC Head Office Lahore and Regional Offices (Gujranwala, Faisalabad & Khanewal)

DEADLINE DATE& TIME FOR SUBMISSION OF RFQ: *Tuesday, August 25, 2020, 1100 PST*
OPENING DATE & TIME OF RFQ: *Tuesday, August 25, 2020, 1130 PST*

POSTING DATE: August 07, 2020

1. The Govt. of Pakistan (hereinafter called "Borrower") has received financing from the International Development Association (IDA) in the form of a "loan" (hereinafter called "loan") 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 Furniture. Accordingly, sealed quotations are invited from the local bidders, which are on the active taxpayers list (Income & Sales Tax) at FBR.

2. The PMDFC now invites sealed quotations from eligible suppliers for the supply, installation of Furniture for PMDFC Head Office Lahore and Regional Offices (Gujranwala, Faisalabad & Khanewal) at the place of delivery/on-sites as per attached delivery schedule.

3. The Requests for Quotations document and accompanying documents must be received by PMDFC in its office located at **H#184, Upper Mall, Scotch Corner, Lahore** not later than **August 25, 2020 1100 PST.**

4. **Qualification Requirements:-**

- Suppliers must be registered with appropriate forum – Copy of Incorporation Certificate must be provided.
- Copy of valid NTN & GST certificate and Active Tax Payer Status of both Income Tax and Sales Tax.
- Suppliers must not be blacklisted from PPRA/Procuring agency – Undertaking of no black-listing to be provided on non-judicial stamp paper of appropriate value.
- Suppliers must have at-least three (03) years of experience of for supply of similar items as requisitioned in the RFQ documents. Suppliers must provide copies of at least three (03) valid purchase orders/contract agreements against the supply of similar furniture items in the last three (03) years to establish the required experience.
- Suppliers must have active furniture depot in Pakistan – evidence to be provided

5. **Evaluation Criteria and Issue of Purchase Order/Notification of award:**

The quotations shall be evaluated and Purchase Order/Notification of Award shall be issued to the lowest evaluated responsive supplier based on overall value of lowest evaluated cost of the responsive quotation and as per the following criteria: -

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- a. Technical responsiveness/full compliance to the specifications/requirements for all the items to assure conformity of goods as per specifications prescribed in RFQ for which price has been quoted.
- b. Acceptance of Terms and Conditions of the RFQ document.

6. Bid Security:-

- a. Suppliers must provide Bid Security @ 2% of total quoted value in shape of a Bank Draft/Pay Order/Demand Draft from nationalized/Scheduled Bank in Pakistan in the name of Punjab Municipal Development Fund Company.
- b. The bids found without Bid Security shall be rejected.
- c. The bids found deficient of the Bid Security amount shall be rejected.
- d. No personal cheques shall be acceptable at any cost.
- e. Any previous bid security shall not be considered or carried forward.
- f. The bid security to the unsuccessful suppliers shall be returned immediately after issuance of Purchase Order to the lowest evaluated responsive supplier and in case of successful supplier, bid security will be released upon expiry of warranty period.

7. General Terms and Conditions:-

- a. Purchase Order/Notification of Award shall be issued to the lowest evaluated responsive supplier meeting all the requirements stated in the Requests for Quotations document.
- b. Evaluation will be done for complete 100% required quantity & Delivered Duty Paid (DDP) Price basis i.e. inclusive of all taxes, fees and costs.
- c. The prices charged for the Goods supplied shall not be adjustable.
- d. The quotations must be submitted in sealed envelope according to the attached BOQ and must be completed in all respect.
- e. Taxes will be deducted at source.
- f. One supplier 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. Incomplete quotations shall be rejected.
- i. Quotations must be signed by authorized representative and stamped with company stamp.
- j. Quotations must be typewritten as per BOQ.
- k. Supply, installation of furniture items must be completed at site as per delivery schedule attached within 45 days of issuance of Purchase Order/Notification of Award.
- l. The Prices indicated in the Price Schedule shall be **delivered duty paid (DDP)**.
- m. Prices shall be fixed and bid price should be in Pak Rupees.
- n. The suppliers are requested to give their best and final prices as no negotiations are expected.
- o. Quotations shall be valid for a period of 60 days from the last date of submission.
- p. Full Payment shall be made after submission of successful job completion / delivered goods acceptance certificate/s duly signed by the concerned officers incharge at site /countersigned by the authorized representative of PMDFC along with the original bill and sales tax invoice. Partial payment shall not be made in any case.
- q. Sample of each item must be provided within 07 days of issuance of purchase order by the successful supplier for the approval of management/concerned section. In case provided sample in not conforming to specifications, the Purchaser may reject the Goods,

and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser within next 03 days and there shall be no extension in time in the original specified delivery period on these grounds.

- r. The Purchaser reserves the right at the time of issuance of Purchase Order/Notification of award to increase or decrease, by the 15%, the quantity of goods and services originally specified in the BOQ without any change in unit price or other terms and conditions.
- s. 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 supplier or suppliers or any obligation to inform the affected supplier or suppliers of the grounds for the Purchaser's action.
- t. Request for clarification (if any) should be received in writing no later than five (05) days after advertisement.

8. Liquidated Damages:-

Applicable rates shall not exceed (0.5) % per day and the maximum shall not exceed (10) % of the total contract/award price.

If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the purchase order, the Purchaser shall, without prejudice to its other remedies under the purchase order, deduct from the purchase order 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. Payment Terms:-

Hundred (100) percent payment shall be made in PKR within thirty (30) days of presentation of claimed invoice along with supporting documents indicating acceptance of all items & on-time delivery of supplies.

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 if applicable.
- e. A certificate of completion order from the Purchaser declaring that the supply of Goods at designated sites have been delivered and accepted by Purchaser.

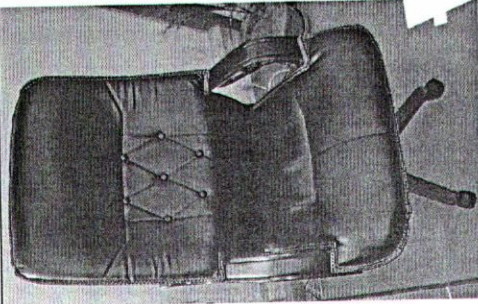
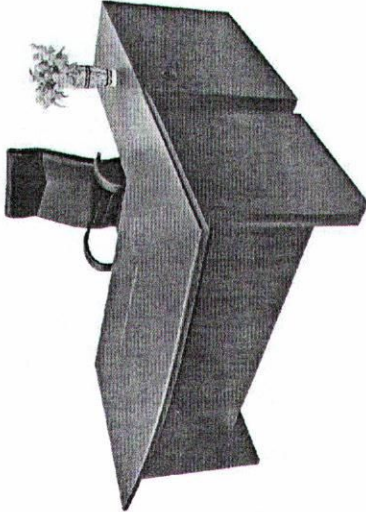
10. Warranty Terms:-

- a. Supplier shall provide 6 months warranty of items supplied.
- b. Warranty includes paint, structure, hydraulic machines/mechanical accessories, wheels etc.
- c. During warranty period, Supplier undertakes that any fault shall be replaced within 3-5 days of issue without any cost.

The suppliers must comply the above stated terms & conditions in all respects otherwise their quotations shall not be considered.

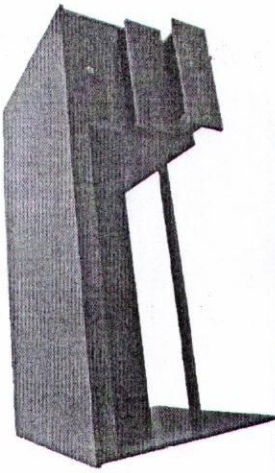
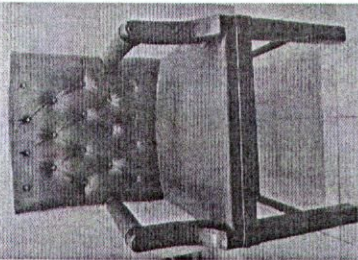



BILL OF QUANTITIES (BOQ)

S.No	Item Name	Specification	Picture	Quantity	Unit Rate inclusive of all taxes (PKR) (DDP)	Total Rate inclusive of all taxes (PKR) (DDP)
1	Revolving Chair	High quality revolving chair, cushioned with dark brown leatherite, with high back. Complete with 5-leg revolving pedestal. Movable on caster wheels. Height adjustment facility with hydraulic jack		59		
2	Officer Table with Side Rack	TABLE Size: 1600 x 800 x 760 mm (H) Structure made of 700 density chipboard pressed with shisham veneer on both sides. Wooden part with solid Seasoned wood. With 3 drawers lockable. With wooden tray. Complete with NC lacquer dark brown finish. SIDE RACK Size: 1065 x 460 x 760 mm (H) With Three lockable door. Complete structure made of 700 density chipboard pressed with shisham veneer on both sides. Complete finish with NC lacquer dark brown finish.		6		

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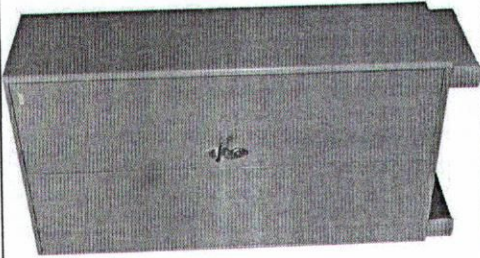
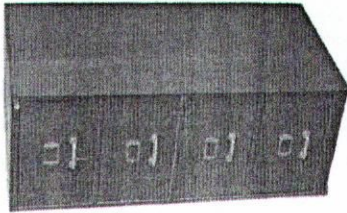


S.No	Item Name	Specification	Picture	Quantity	Unit Rate inclusive of all taxes (PKR) (DDP)	Total Rate inclusive of all taxes (PKR) (DDP)
3	Office Table (Small)	Size: 1600 x 800 x 760 mm (H) Top/side panels made of high-density chipboard pressed with shisham veneer on both sides, one-side three drawers, top drawer lockable, with through back. Finished with N. C. lacquer dark brown finish.		29		
4	Visitor Chairs/Conference Table Chairs	Structure made of solid seasoned shisham wood, finished with N.C. Lacquer, dark brown finish. Seat and back cushioned with high quality foam and sofa cloth.		102		
5	Side Rack	Size: 1065 x 460 x 760 mm With keyboard, separate place for CPU and with one-side two drawers, top drawer lockable. Complete structure made of 700 density chipboard pressed with shisham veneer on both sides. Complete finish with NC lacquer dark brown finish.		15		

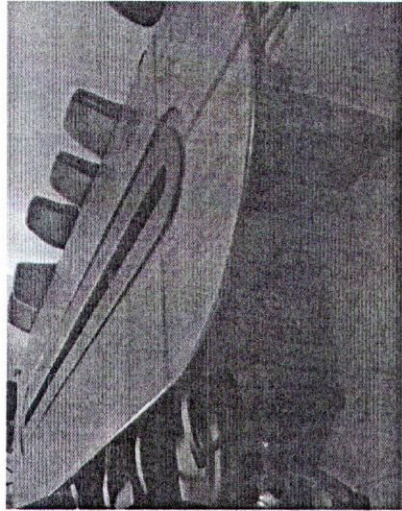
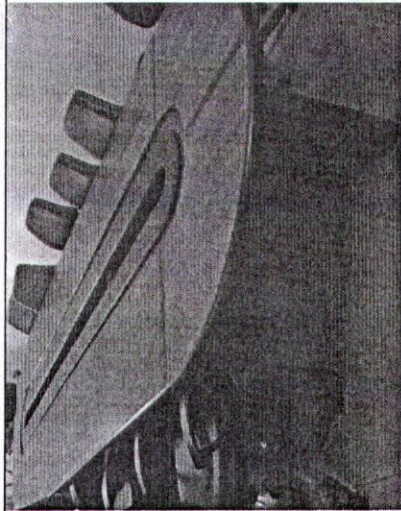
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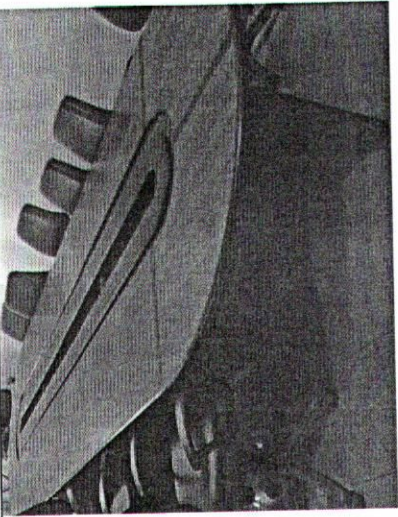
S.No	Item Name	Specification	Picture	Quantity	Unit Rate inclusive of all taxes (PKR) (DDP)	Total Rate inclusive of all taxes (PKR) (DDP)
6	Steel Almirah	Size: 36" x 18" x 72" Made of mild steel sheet 22 Gauge with four shelves and two lockable flush doors. Finished with silver hammer paint.		20		
7	Office Cabinet	Size = 18" x 24" x 54" Made of mild steel sheet 22 Gauge with four lockable drawers along with reference plates. Finished with silver hammer paint.		30		

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S.No	Item Name	Specification	Picture	Quantity	Unit Rate inclusive of all taxes (PKR) (DDP)	Total Rate inclusive of all taxes (PKR) (DDP)
8	Conference Room Table (Executive)	Size: 16' x 5' x 2½' in three (03) pieces Structure made of high density laminated board, edge binding with Solid wood. With central groove for wires etc. Oval shaped.		1		
9	Conference Room Table (Executive)	Size: 14' x 5' x 2½' in three (03) pieces Structure made of high density laminated board, edge binding with Solid wood. With central groove for wires etc. Oval shaped.		2		

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S.No	Item Name	Specification	Picture	Quantity	Unit Rate inclusive of all taxes (PKR) (DDP)	Total Rate inclusive of all taxes (PKR) (DDP)
10	Conference Room Table (Executive)	Size: 12' x 5' x 2½' in three (03) pieces Structure made of high density laminated board, edge binding with Solid wood. With central groove for wires etc. Oval shaped.		1		

Total Cost (in Words): PKR _____

Total Cost (in figures): PKR _____

*For ready reference only and delivered products should match with picture.

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Delivery Schedule

The successful supplier shall be liable to supply following furniture **within forty five (45) days** starting from the date of issuance of Purchase Order/Notification of award, at following sites as per address mentioned:-

Sr. No	Item Name	Total Quantity	Quantity	Office
1	Revolving Chair	59	32	Head Office Lahore
			9	Regional Office - Gujranwala
			9	Regional Office - Faisalabad
			9	Regional Office - Khanewal
2	Officer Table with Side Rack	6	3	Head Office Lahore
			1	Regional Office - Gujranwala
			1	Regional Office - Faisalabad
			1	Regional Office - Khanewal
3	Office Table (Small)	29	2	Head Office Lahore
			9	Regional Office - Gujranwala
			9	Regional Office - Faisalabad
			9	Regional Office - Khanewal
4	Visitor Chairs/Conference Table Chairs	102	30	Head Office Lahore
			24	Regional Office - Gujranwala
			24	Regional Office - Faisalabad
			24	Regional Office - Khanewal
5	Side Rack	15	15	Head Office Lahore
6	Steel Almirah	20	5	Head Office Lahore
			5	Regional Office - Gujranwala
			5	Regional Office - Faisalabad
			5	Regional Office - Khanewal
7	Office Cabinet	30	6	Head Office Lahore
			8	Regional Office - Gujranwala
			8	Regional Office - Faisalabad
			8	Regional Office - Khanewal
8	Conference Room Table (Executive) Size: 16' x 5' x 2½'	1	1	Head Office Lahore
9	Conference Room Table (Executive) Size: 14' x 5' x 2½'	2	1	Regional Office - Faisalabad
			1	Regional Office - Khanewal
10	Conference Room Table (Executive) Size: 12' x 5' x 2½'	1	1	Regional Office - Gujranwala

Note:-

Complete Addresses of Regional Offices may be sought from PMDFC Office.
