



REQUEST FOR QUOTATIONS (RFQ)

The Govt. of Punjab (hereinafter called "Borrower") has received from the International Development Association (IDA) in the form of a "Credit" (hereinafter called "Credit") toward the cost of "Punjab Cities Program (PCP)". The Local Government & Community Development (LG&CDD), an implementing agency, intends to apply a portion of the proceeds of this loan to eligible payments for procurement of various items/Good. Accordingly, sealed quotations are invited from the bidders, which are on the active taxpayer's list Income & Sales Tax FBR.

2. Procurement will be conducted under Request for Quotations (RFQ) method as specified in the World Bank's Procurement Regulations for IPF Borrowers (Revised) and is open to all eligible bidders as defined in the Procurement Regulations.

3. LG&CDD now invites sealed quotations from eligible bidders for supply of the items as per detail mentioned below:

Sr. No.	Description	Item Required
1	Request for Quotations	Furniture & Fixtures
2	Request for Quotations	IT Equipment
3	Request for Quotations	Equipment/Machines

The qualification criteria of the bidders and other details are mentioned in the RFQ document.

4. A complete set of RFQ documents of containing detailed terms & conditions can immediately be downloaded from the website www.lgd.punjab.pk or www.pmdfc.punjab.gov.pk

5. Quotations, duly accompanied by "Bid Security" equivalent to the amount as given in the RFQ document in shape of bank guarantee / pay order / demand draft / call deposit from nationalized / scheduled Bank in Pakistan in the name of the Punjab Municipal Development Fund Company, must be delivered at the address given below on or before March 14, 2023 till 1500 hours. Electronic submission shall not be permitted. Quotations received late will not be accepted.

6. Quotations will be opened publicly on the same day at 1530 hours, in the presence of the suppliers' representatives and anyone who chooses to attend, in the PMDFC Conference Room, Upper Mall, Lahore.

IPL-1596

Section Officer (Projects)

**Local Government & Community Development
Department (LG&CDD)**

Govt. of the Punjab, Civil Secretariat, Lahore

Ph:042-99210013-4

web-site: <https://lgd.punjab.gov.pk/>

LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT DEPARTMENT (LG&CDD)

GOVT. OF THE PUNJAB, CIVIL SECRETARIAT LAHORE

Ph: 042-99212013-14 Fax: 042-99211560

Email: lgcd.dept@gmail.com Web-site: www.lgcd.punjab.gov.pk

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

Procurement of Office Furniture for LG&CDD

DEADLINE DATE& TIME FOR SUBMISSION OF RFQ: March 14, 2023, 1500 PST

OPENING DATE & TIME OF RFQ : March 14, 2023, 1530 PST

1. The Government of Punjab has received a loan (Credit No. 62430-PK) from the International Development Association (IDA) for funding the Punjab Cities Program (PCP). The Program is being implemented by Local Government & Community Development Department (LG&CDD) / Punjab Municipal Development Fund Company (PMDFC). Local Government & Community Development Department (LG&CDD) / 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. LG&CDD now invites sealed quotations from eligible suppliers for the supply and installation of Furniture for LG&CDD at the place of delivery/on-sites as per attached delivery schedule.

3. The Request for Quotations document accompanied with all required documents must be delivered in PMDFC as per mentioned date & time.

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/Donors/Any other Agency/Organization – 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 for supply of similar items as given in the RFQ documents. Suppliers must provide copies of at least three (03) valid purchase orders/contract agreements against the supply of similar 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 lowest evaluated cost of the responsive quotation and as per the following criteria:

- 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 **PKR 150,000/-** in shape of a Bank Guarantee/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, testing/commissioning of furniture items must be completed at site as per delivery schedule from 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 90 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 LG&CDD along with the original bill and sales tax invoice. Partial payment shall not be made in any case.
- q. In case provided goods 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. 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 is 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.
- u. The Bank requires compliance with the Bank's Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the World Bank Group's [WBG] Sanctions Framework.
- v. In further pursuance of this policy, Suppliers shall permit and shall cause their agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit the Bank to inspect all accounts, records and other documents relating to the RFQ and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.
- w. A Supplier that has been sanctioned by the Bank, pursuant to the Bank's Anti-Corruption Guidelines, in accordance with its prevailing sanctions policies and procedures as set forth in the WBG's Sanctions Framework as described in the Contract Conditions (Attachment A) paragraph 2.2 d., shall be ineligible to submit Quotations or be awarded or otherwise benefit from a Bank-financed contract, financially or otherwise, during such period of time as the Bank shall have determined. A list of debarred firms and individuals is available on the Bank's external website: <http://www.worldbank.org/debar>
- x. 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 from the date of delivery 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.





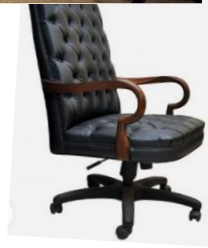
The suppliers must comply the above stated terms & conditions in all respects otherwise their quotations shall not be considered.






Bill of Quantities




Furniture & Fixtures for LG&CDD				
Sr. No.	Item details	Total	Rate (PKR)	Total cost (PKR)
1	Office table	16		
2	Workstations	8		
3	Visitor chair	49		
4	Revolving chair	30		
5	Side rack	12		
6	Conference table	1		
7	Conference chairs	20		
8	Steel Almirah	8		
9	Office Cabinet	9		
10	Executive Table with side racks, etc.	3		
11	Sofa (6-seater)	1		
12	Sofa (3-seater)	2		
13	Table Set (Center Table & 2 Side Tables)	1		
	Sub-Total			
	GST @ 17%			
	Total (In Figures)			
	In Words			



Specifications

Specifications of Furniture				
Sr. No.	Descriptions	Specifications		Reference Images
01	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.		
02	Center table and two side table	Size: 2' x 4' Tabletop in solid wood with Glass. Leg's: Solid Wood Colour scheme: As per approved sample		
03	Conference Table	Classical design large meeting table with solid wood top with walnut veneer. High quality artificial leather rounded on each end of the table wooden base. Base/legs with material made up of medium density fireboard (MDF), covered with decorated veneer laminated surfaces, which pick strictly with clear texture, in order to make sure the consistency in color and texture, it can reach the natural smooth appearance at junctions & ends. Machine painted & coated in lacquer environmentally friendly paint. Leatherette padded top optional after discussion with the client/purchaser. Fixing with high quality accessories. Size: 12' x 6' with wire grommets Colour scheme: As per approved sample		
04	Conference Chair	<ul style="list-style-type: none"> Elegant office chair with high back and comfortable headrest Modern and comfortable design Seat with upholstery and fabric finish Backrest and headrest are height adjustable Adjustable lumbar support Nylon base with PU swivel wheels One-block locking mechanism With upholstery armrests 		
05	Revolving Chairs	<ul style="list-style-type: none"> High quality with Modern and comfortable design Imported 5 caster Base Backrest and headrest are height adjustable Nylon base with PU swivel wheels Solid seasoned Sheesham armrest and base Semi synchronized knee tilt mechanism Hydraulic and back lock Colour Scheme: As per approved sample		

06	Executive Table with side racks etc.	Size: 6' x 3'. with Side Rack. Base frame with sheesham veneer Top frame sheesham wood with top leatherette Built in fixed drawer & cabinet Colour Scheme: As per approved sample		
07	Workstation	Table top and front doors in high quality solid wood & inside structure/partition in melamine coated medium density fiberboard with top length 1219mm and width 609mm, High quality fixtures and fittings, High quality industrial fabric for partition with 381mm Height above top, imported matched polymerizing vinyl chloride edge banding, High quality imported hydraulic hinges for built-in two fixed drawers, High quality locks, High quality brush furnished handles with SS Frame Colour Scheme: As per approved sample		
08	Sofa Set 6-seater	Sofa Set 6 seater sofa with arms. High density quick recovery with antimicrobial finish foam, Premium quality faux leatherette upholstery with structured kekar season & plywood durable structure with wooden legs support and plywood premium textured leatherette in square thick thread stitching in 1st quality Seat and back foam, inside high-quality belts wood structure & bottom with P.P gliders. Colour Scheme: As per approved sample		
09	Three Seater Sofa	Three-seater sofa with arms. High density quick recovery with antimicrobial finish foam, Premium quality faux leatherette upholstery with structured kekar season & plywood durable structure with wooden legs support and plywood premium textured leatherette in square thick thread stitching in 1st quality Seat and back foam, inside high-quality belts wood structure. Colour Scheme: As per approved sample		
10	Visitor Chairs	Structure made of solid seasoned shisham wood, finished with N.C. Lacquer, finish. Seat and back cushioned with high quality foam and sofa cloth. Colour Scheme: As per approved sample		

11	Steel Almirah	<p>Size: 36" x 18" x 72"</p> <p>Made of mild steel sheet 22 Gauge with four shelves and two lockable flush doors. Finished with silver hammer paint.</p> <p>Colour Scheme: As per approved sample</p>		
12	Side Rack	<p>Size: 1065 x 460 x 760 mm</p> <p>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 finish.</p> <p>Colour Scheme: As per approved sample/matching with tables</p>		
13	Office Table	<p>Size: 1600 x 800 x 760 mm (H) Structure made of laminated sheet. Wooden part with solid Seasoned wood. With 3 drawers lockable. With wooden tray. Complete with NC lacquer finish.</p> <p>Colour Scheme: As per approved sample</p>		



Delivery Schedule

The successful supplier shall be liable to supply and installation of all items within **30 - 45 days** starting from the date of issuance of Purchase Order/Notification of award, at LG&CDD Civil Secretariat, and in nominated offices Lahore
