



## **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](http://www.lgd.punjab.pk) or [www.pmdfc.punjab.gov.pk](http://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)**

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**LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT DEPARTMENT (LG&CDD)**

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

**Supply, Installation, Testing & Commissioning of IT Equipment 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 Supply, Installation, Testing & Commissioning of IT Equipment for LG&CDD. Accordingly, sealed quotations are invited from the local bidders, which are on the active taxpayers list (Income & Sales Tax) at FBR.

2. The LG&CDD now invites sealed quotations from eligible suppliers for the Supply, Installation, Testing & Commissioning of IT Equipment for LG&CDD at the place of delivery/on-sites as per attached delivery schedule.

3. The Requests for Quotations document and accompanying documents must be delivered in PMDFC as per mentioned date & time

**4. Qualification Requirements:**

- 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/Donors/Any other Agency/Organization – 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 items in the last three (03) years to establish the required experience.
- e. Suppliers must have active office/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 for each LOT 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 of **PKR 150,000/- for LOT No. 1 and PKR 50,000/- for LOT No. 2 respectively** 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 items must be completed at site as per delivery schedule attached from 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 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. 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.
- u. 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.
- v. 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/debarr>
- w. 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 12 months warranty from the date of delivery of items supplied.
- b. 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

Bid Security **PKR 150,000/-** for LOT No. 1 and **PKR 50,000/-** for LOT No. 2

IT Equipment for LG&CDD				
Lot - 1				
Sr. No.	Item details	No	Rate (PKR)	Total cost (PKR)
1	Desktop computers	5		
2	Laptop	15		
3	I Pad	3		
Sub Total				
			GST @ 17%	
Total				
In Words				

IT Equipment for LG&CDD				
Lot 2				
Sr. No.	Item details	No	Rate (PKR)	Total cost (PKR)
1	Printer A-4	16		
2	Printer A-3	2		
3	Scanner	1		
Sub Total				
			GST @ 17%	
Total				
In Words				

## Specifications

	<b>Desktop Computers</b>
<b>Recommended Specifications</b>	
Processor Type	Intel Core i7, 10th Generation or Higher
RAM	16 GB DDR4
SSD	512 GB
Graphics Memory	Intel UHD Graphics
Screen	LED 19" or Higher
Connectivity	Built in Gigabit Ethernet
USB Ports	USB 2.0/3.0/3.1
Display Port	VGA/HDMI
Operating System	Microsoft Windows 10 Professional Licensed 64 Bit
Accessories	Key Board, Mouse
Warranty Period	One Year Local Warranty

	<b>Laptop Computers</b>
<b>Recommended Specifications</b>	
Processor Type	Intel Core i7, 11th Generation with Intel Chipset
RAM	16 GB DDR4
HDD	1 TB SSD
Cam	HD Webcam
Graphics Memory	Intel built-in Graphics or Higher
Screen	LED 15.6"
Connectivity	Built in Gigabit Ethernet, Wireless LAN
USB Ports	USB 2.0/3.0/3.1
Power	Original Charger with Power Cord
Display Port	HDMI
Battery	Minimum 3 Hours or Higher
Operating System	Microsoft Windows 11 Licensed 64 Bit
Bag	Original Carrying Case as Manufactured
Accessories	Standard Key Board, Touch Pad 2.0, Optical Mouse with Scroll Wireless
Warranty Period	One Year Local Warranty



	<b>Laser Printer (A-4 Black)</b>
<b>Recommended Specifications</b>	
Function	Printer Only
Print Technology	Laser
Print Speed	65 CPM/PPM or Higher
Processor Speed	1200 MHz or Higher
Print Resolution	1200 X 1200 dpi or higher
Paper Size	Letter, Legal, A3, A4, A5
Duplex Printing	Yes
Tray	Minimum Two Trays
Connectivity	Direct Mobile, Wi-Fi, LAN, USB
Network Ready	Yes
Memory	512 MB or Higher
Duty Cycle	120000 pages or Higher
Black Cartridge	Yes
Supported OS	Windows 7, 8, 8.1, 10. Windows Server 2012/R2 Supported Drivers
Warranty Period	One Year Local Warranty

	<b>Laser Printer (A3 Black)</b>
<b>Recommended Specifications</b>	
Function	Printer Only
Print Technology	Laser
Print Speed	30 CPM/PPM or Higher
Processor Speed	700 MHz or Higher
Print Resolution	1200 X 1200 dpi or higher
Paper Size	A3
Duplex Printing	Automatic/Manual
Connectivity	Direct Mobile, Wi-Fi, LAN, USB
Network Ready	Yes
Memory	256 MB
Duty Cycle	60000 pages/month
Display Interface	LCD/LED
Tray	Minimum Two Trays
Supported OS	Windows 7, 8, 8.1, 10. Windows Server 2012/R2 Supported Drivers
Warranty Period	One Year Local Warranty



	<b>Scanners</b>
<b>Recommended Specifications</b>	
Scan Type	Sheet-fed, one-pass duplex color scanner
Photoelectric Device	Color Contact Image Sensor (CIS)
Optical Resolution:	600 dpi
Scanning Speed	35 ppm/70 ipm: 300 dpi Black & White, Color, Gray
Capacity:	50 sheets
Document Sizes:	Paper size Minimum: 2" x 2" Paper size Maximum: 8.5" x 240
Daily Duty Cycle:	4,000 sheets
Dimensions:	6.6" x 11.6" x 6.9" (W x D x H)
Consumables	Roller assembly kit: 200,000 cycles
Warranty Period	One Year Local Warranty

<b>IPAD</b>	
<b>Recommended Specifications</b>	
Operating system	iPadOS 16
Screen size	11 inches
RAM size	8GB
Internal storage space	256 GB
Buttons	1 Top Button 1 Volume UP 1 Volume Down Button
Built-in microphone	Yes
Built-in speakers	YES
Built-in camera	Yes
Auto focus	Yes
Built-in flash	Yes
Number of cameras	2 Back 1 Front
Resolution 2nd Camera	12MP Ultra Wide camera
Video recorder	Yes
Maximum number of fps when recording	60 fps
Maximum resolution (video)	12MP Wide camera ,10MP Ultra Wide camera
HSPA	Yes
Bluetooth	Yes
Bluetooth profile	Bluetooth 5.3 technology
Wireless network	Yes
Dockable	Yes
FM radio	Yes
Dimensions (WxHxD)	9.74 inches width 7.02 inches 0.23 inch
Weight	470 grams
Scratch resistant display	Yes

Screen resolution	2388 x1668
Type of technology	Liquid Retina display
Screen size	11 inches
ScreenSize Class	11
Battery capacity	28.65 WH
Graphics processor	Yes
Graphics processor type	Apple M2 chip 10 Core GPU
release year	2022

### **Delivery Schedule**

The successful supplier shall be liable to supply, install, testing and, commission all items **within 40 - 60 days** starting from the date of issuance of Purchase Order/Notification of award, at LG&CDD Civil Secretariat, and in nominated offices Lahore.

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