



TransPeshawar - The Urban Mobility Company

Request for Quotation of Goods

Procurement and Supply of IT Equipment's for TransPeshawar



REQUEST FOR QUOTATION for the supply of IT equipment for office use

Project Title: Procurement of IT Equipment's for TransPeshawar
Source of Funding: ADB Loan 3543-PAK: Peshawar Sustainable Bus Rapid Transit Corridor Project
Contract Ref: TPC/ Procurement/ IT/ IT Equipment's/ 2019-05
Date of this Request: **19th November 2019**
Deadline for Quotations: **4th December 2019 at 02:00 PM**
Bid Opening: **4th December 2019 at 02:30 PM**

To: **Concern Bidder/s**

Dear Sir,

1. The Manager IT TransPeshawar (Purchaser), hereby issued this RFQ to submit price quotation for the Supply of IT Equipment's for TransPeshawar, 2nd Floor Ali Towers (opposite Custom House) University Road, Peshawar

If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities and terms and condition as Annexure 1.

2. You must quote for all the items, as unit rate as well as total price under this request. Price quotations will be evaluated for unit price and all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items inclusive of taxes.
3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "**Original**". In addition, you shall also submit one copy marked as "**COPY**". In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

Purchaser's Address: Manager IT
TransPeshawar, 2nd Floor Ali Towers (opposite Custom House)
University Road, Peshawar
Telephone: +92-91- 5700127-28 (Ext: 119)

4. Your quotation in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for the proposed supply of IT Equipment for office use.

5. The **deadline** for receipt of your quotation by the Purchaser at the address indicated in **Paragraph 3** is: at **2pm 4th December 2019** and the bid will open at **2:30pm 4th December 2019**.
 6. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.
 7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
- (i) PRICES: The prices should be quoted for supply, delivery and installation of items in Pakistan Rupees to:

Manager IT, TransPeshawar office
Peshawar Sustainable Bus Rapid Transit Corridor Project
2nd Floor Ali Towers (opposite Custom House) University Road,
Peshawar

- (ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:

- (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
- (c) If a Supplier refuses to accept the correction, his quotation will be rejected.

- (iii) MINIMUM REQUIREMENTS BY SUPPLIER:

Further, the Supplier will have to ensure that:

- Have sales tax registration and national tax number (NTN) as well as the contractor should have active status in Active Taxpayer List (ATL) for income tax and sale tax.
- Goods quoted have been in production for at least three years; and
- There is sufficient outlets/availability of the spare's parts in Peshawar, Khyber Pakhtunkhwa.
- Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.
- A bid security in the form of a Pay Order/ Demand Draft in the name of "CEO, TransPeshawar (The Urban Mobility Company)" amounting to Pak rupees 2% of the total value of the contract. Bid security must be valid for at least 45 days from the day of bid opening. Payment of bid security in the form of Cash or Cheque shall not be entertained and such bids shall be returned (Non-responsive). Bid Security of unsuccessful bidders after evaluation will be released within 10 days of the issuance of purchase order to the successful bidder.

In addition to the quoted price, the evaluated price shall include sales tax or any other tax or duty as per applicable rules in Pakistan and KP province.

- (iv) AWARD OF PURCHASE ORDER. The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply (Annexure 1).
 - (v) VALIDITY OF THE OFFER: Your quotation(s) should be valid for a period of **forty five (45) days** from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.
 - (vi) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.
8. The bidder / supplier whose quotation has been accepted will be notified of the award of contract through the Purchase Order.
 9. The Purchaser intends to apply for funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.
 10. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list.
 11. In case you seek any clarification regarding the specifications, terms and conditions of the supply, please contact the undersigned through email up till **2nd December 2019**.
 12. The Purchaser reserves the right to accept or reject any or all quotations subject to relevant provisions of ADB Procurement regulations.

Sincerely,

Manager IT, TransPeshawar office
Peshawar Sustainable Bus Rapid Transit Corridor Project
2nd Floor Ali Towers (opposite Custom House) University Road,
Peshawar

FORM OF QUOTATION

(to be filled by Supplier using his covering letter head of the company / supplier)

To: Manager IT

TransPeshawar, 2nd Floor Ali Towers (opposite Custom House) University Road, Peshawar

We offer to execute the **Supply of IT Equipment's for TransPeshawar Office Use, Ref: TPC/ Procurement/ IT/ IT Equipment's/ 2019-05** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in **words and numbers**) Pak Rupees. We propose to complete the delivery described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Prices and Schedules for Supply

Item No.	Description of Office IT / Computer Equipment	Quantities (A)	Unit Price inclusive of all taxes (PKR) (B)	Total Price (PKR) (A x B)	Delivery Schedule (Duration)	Required Arrival Date of Goods
1	Laptops Computer (Core i5) with Original Windows and Microsoft Office.	13			30 days (maximum)	Within 30 Days after signing the Contract At 2nd Floor, Ali tower, university road, Peshawar
4	LaserJet Printer	01				
5	Thermal Facsimile Machine	01				
6	Sheet-feed Scanjet	01				
Grand Total				-----PKR		

Prices shall be quoted in PKR (Pak Rupees) only and inclusive of all applicable taxes.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list. (Supplier to complete below)

Authorized Signature:

Name and Title of Signatory:

Name of Supplier:

Address:

Telephone No.

FORM OF CONTRACT

THIS AGREEMENT Number **TPC/ Procurement/ IT/ IT Equipment's/ 2019-05** made on----- day of -----, 2019, between **CEO TransPeshawar, 2nd Floor Ali Towers (opposite Custom House) University Road, Peshawar** (hereinafter called "the Purchaser") on the one part and _____(Company Name)_____ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation to be supplied by Supplier, viz. **Contract Procurement and Supply of IT Equipment's for TransPeshawar** (hereinafter called "Contract") and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of PKR. hereinafter called "the Contract Price"

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Request for Quotation; Terms and Conditions of Supply, Technical Specification;
 - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the procurement and supply of IT Equipment's and Software for TransPeshawar under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the IT Equipment and Software for TransPeshawar and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Islamic Republic of Pakistan on the date indicated above.

Signature and seal of the Purchaser:

Signature and seal of the Supplier:

FOR AND BEHALF OF

FOR AND BEHALF OF

Name of Authorized Representative

Name of Authorized Representative

SELF-DECLARATION – NO BLACKLISTING

Date: _____

To,

TransPeshawar
2nd Floor, Ali Tower

Dear Sir/Madam,

Subject: Declaration of Non-Backlisting

In response to the Request for quotation, I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/Autonomous Body/ Public Department/ Semi government/NGO.

We further declare that presently our Company/ firm _____ is not blacklisted/debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/Autonomous Body/Public Department/ Semi government/NGO on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Name: _____

Designation: _____

Signature: _____

Seal of the organization

PERFORMANCE SECURITY FORM

(Applicable in case of Bank Guarantee)

To
Chief Executive Officer,
TransPeshawar (The Urban Mobility Company),
2nd Floor, Ali Tower, University Road, Opposite Custom House
Peshawar

WHEREAS _____(Name of Contractor), hereinafter called "the Contractor" has undertaken, in pursuance of the bid to deliver IT equipment's dated _____ 2019, (hereinafter called "the contract".

AND WHEREAS we have agreed to give the Contractor a Guarantee;

THEREFORE, we hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor up to a total Sum of Rs. 10% of the total contract value (Amount of the guarantee), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums, within the limits of 10% of the total contract value (Amount of Guarantee) as aforesaid without your needing to prove or to show ground or reasons for your demand or the sum specified therein.

This guarantee should remain valid until the warranty period expires.

Name of Guarantor

Signature: _____

Name: _____

Title: _____

Address: _____

TERMS AND CONDITIONS OF SUPPLY

Project Name: Loan: 3543-PAK: Peshawar Sustainable Bus Rapid Transit Corridor

Purchaser: Manager IT TransPeshawar, 2nd Floor Ali Towers (opposite Custom House) University Road, Peshawar

Consignee: Manager IT TransPeshawar, 2nd Floor Ali Towers (opposite Custom House) University Road, Peshawar

1. Schedules for Supply

Item No.	Description of Office IT / Computer Equipment	Quantities	Delivery Schedule (Duration)	Location	Required Arrival Date of Goods
1	Laptops Computer (Core i5) with Original Windows and Microsoft Office.	13	30 days (maximum)	2nd Floor, Ali tower, university road, Peshawar	Within 30 Days after signing the Contract
4	LaserJet Printer	01			
5	Facsimile Machine	01			
6	Sheet-feed ScanJet	01			

2. Fixed Price: The price quoted by the Supplier shall remain firm and fixed and not subject to any adjustment during contract performance.
3. Reserve Rights: The Purchaser reserves the right to accept or reject any or all quotations or change the quantity subject to relevant provisions of ADB Procurement regulations.
4. Delivery Schedule: The delivery should be completed as per above schedule.
5. Insurance: The goods supplied under the Contract shall be fully insured in a freely convertible currency against loss of damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
6. Performance Bank Guarantee: Successful bidders shall furnish a Performance Bank Guarantee of 10% of value of Purchase Order/Tender price/Contract on the proforma prescribed provided that the guarantee is issued by any of the approved Banks within 10 days of issuance of the letter of acceptance. The performance guarantee shall remain valid throughout the execution of purchase order/contract and shall be returned within 10 days after the expiry of warranty period and satisfactory performance.
If such Guarantee is issued by a foreign bank, it should be countersigned by a Pakistani bank on the approved list of banks.
The Performance Bank Guarantee may be forfeited if the service provider fails to deliver or supply goods in accordance with the terms and conditions of the Purchase Order or commits any breach of the Contract / Purchase Order.
7. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Islamic Republic of Pakistan.
8. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in

connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration act of Pakistan.

9. Payment: 90% of the due payment shall be made to the supplier on delivery of the goods to the mentioned place within desired time mentioned in the document. Outstanding 10% of the payment shall be released on completion of installation along with operational acceptance of the supplied goods. Installation and operational acceptance of the supplied goods shall not take more than **Thirty days (30)** from receipt of delivery of goods.
10. Warranty: IT / Computer Equipment offered should be covered by manufacturer's warranty for at least one (01) year from the date of delivery to the Purchaser. And the item wise specific warranty information are given in required specification herein below.
11. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required preventing their damage or deterioration during transit to their final destination.
12. Defects: All manufacturer defects will be corrected by the Supplier without any cost to the Purchaser within **Ten (10)** days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Address (*to be filled by Supplier*):

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13. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
For purposes of this clause, "Force Majeure" means an events beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

STATEMENT OF WORK:

1. All the equipment provided by the awarded vendor must be in compliance with the specification mentioned in the RFQ (Annex-I)
2. All the equipment must be delivered as per schedule at the office of TransPeshawar. The vendor will bear all the cost related to the delivery.
3. The successful bidder will support in performing inspection of all the items and demonstrating that all the equipment's are in the perfect condition and in accordance with the RFQ.
4. If any of the item/equipment is found faulty, the vendor will be liable to immediately replace/resolve the problem without any cost during the contract Period.
5. All the licenses (Windows & Microsoft Office) must be genuine and the licenses will be handed over to TransPeshawar.
6. In the case of Microsoft office, the successful bidder will install all the licenses in the presence of TransPeshawar IT Team. The bidder must create online account for each license for Microsoft Office for all systems.

Required Technical Specifications:

The specification must be equivalent or higher from the below mentioned items

Sr. No	Items	Specification	Qty
1	Laptops with Charger With Laptop Carrying Case And Mouse	<p>10th Generation Intel core i5-10210U processor 1.6 GHz base frequency, up to 4.2 GHz with Intel Turbo Boost Technology 6 MB L3 cache and 4 cores Display diagonal: 15.6 inch FULL HD anti-glare display Processor: i5-10210U 1.6 GHz Graphics: Intel® UHD Graphics 620 Internal memory: 8 GB DDR4-SDRAM Storage: 1 TB 5400 RPM Keyboard with backlit Fingerprint Sensor HDMI, Wi-Fi, Bluetooth, graphics Intel® UHD Graphics. HD camera</p> <p>Operating System: Original Windows 10 Professional 64bit Microsoft® Windows Professional 10 Sngl OLP</p> <p>Wireless Mouse: A4 Tech or Equivalent</p>	13
	Laser Jet Black & White Printer	<p>Functions: Print, Scan, Copy, Fax Print Resolution Black (best) Fine Lines (1200 x 1200 dpi); Black (normal) Normal (native 600 x 600 dpi; enhanced up to 4800 x 600 dpi); Black (fine lines) Fine Lines (1200 x 1200 dpi) MULTITASKING SUPPORTED Print Speed A4: Up to 38 pages per minute (ppm); 2-sided: Up to 31 ppm 40 ppm Scan speed A4: Simplex: Up to 29 ppm (black); up to 20 ppm (colour) Duplex: Up to 49 images per minute (ipm) (black); up to 36 ipm (colour) Scanning: 50-sheet ADF with single-pass, two-sided scanning 100-sheet multipurpose tray 1, 250-sheet tray 2 Colour Scanning Automatic two-sided printing Input capacity: Up to 350/900 sheets Recommended monthly page volume: Up to 4,000 pages Dual-band Wi-Fi with Bluetooth Low Energy Copier smart software features: Instant-on copy; Duplex copy (2-sided to 2-sided option of "book-style" or "flip style"); up to 999 multiple copies; Scan once print many; Collation; Reduce/enlarge from 25 to 400% (custom page size presets, binding margin, and two pages to one page); Fit to page; Brightness (lighter/darker); Quality (draft/normal/best); ID copy; Enhancements (optimize for content with presets: none, text, photo, mixed); Copy preview (scan glass only) Network capabilities: WIRELESS CAPABILITY, Ethernet</p>	1
5	Thermal Fax Machine	<p>Print Technology: Thermal Automatic Document Feeder: 10 pages Modem Speed (kbps): 9.6 64-Level Halftones: available One-Touch Dialing: 10 Handset Type: Corded Phonebook (Stations): 100 Fax/Telephone Switch: Available Called ID Compatibility*3 Base Unit: 352 x 224 x 121</p>	01
6	Sheet-feed Scanner	<p>Scanner type: Sheetfed scanner Scan resolution, optical: Up to 600 dpi (color and mono, Sheet-feed) Scan Resolution, Hardware: Up to 600 dpi (color and mono, Sheet-feed) Scan speed in preview mode: Up to 6 sec Automatic document feeder scan speed: Up to 50 ppm/100 ipm for (b&w, 300ppi) Scan speed OCR (A4) < 6 sec</p>	01

Equivalent or Higher

		Duty cycle (daily): Recommended for 6,000 pages Bit depth: 24-bits external 48-bits internal Auto document feeder capacity: 80 sheets of 75 g/m ² paper Levels of grayscale: 256 Color scanning: Yes Ports: 1 x USB 3.0 and 1 x USB 2.0 port Connectivity, standard: USB 2.0 and USB 3.0 (SuperSpeed)	
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Required Technical Specifications:

The specification must be equivalent or higher from the below mentioned items

Supplier confirms compliance with aforementioned specifications

Note: In case of deviations, the supplier shall list all such deviations.

1. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the IT / Computer Equipment, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER: **M/s xxxxxxxxxxxxxxxxxxxxxx (Company Name)**

Authorized Signature: _____

Date: _____

<p>IMPORTANT</p> <p>The full Quotation must comprise the following document to be compliant:</p> <ul style="list-style-type: none"> • Form of Quotation • Non-Blacklisting Declaration • Terms and Conditions of Supply
