



TransPeshawar-The Urban Mobility Company

Request for Quotation of Goods

Supply and Delivery of IT Equipment to TransPeshawar

REQUEST FOR QUOTATION

Procurement Title	Supply and Delivery of IT Equipment to TransPeshawar
Source of Funding	Asian Development Bank
Tender Ref. No.	TPC/IT/RFQ/G/2021-22/001
Bid Security	Bid Security shall be two (2%) of the bid price submitted in shape of Demand Draft/CDR/PO from a scheduled bank of Pakistan in the name of Chief Executive Officer (CEO), TransPeshawar (The Urban Mobility Company).
Date of this Request	13 th April, 2022
Deadline for Submission of Quotations	11:30 AM, 28 th April, 2022
Opening of Quotation	11:45 AM, 28 th April, 2022

Dear Sir,

1. TransPeshawar (The Urban Mobility Company) (hereinafter called “the Purchaser”) hereby requests Original Equipment Manufacturer (OEM), or their Authorized Dealers/Distributors registered with FBR for income tax and sales tax and reflected on Active Tax Payer List (ATL) to submit bids for **Supply and Delivery of IT Equipment to TransPeshawar** (Detail of equipment with specification and quantity is attached as **Appendix-I**).

2. Following are mandatory requirements for responsiveness of bidders and supporting documents shall be attached accordingly with the Bid. Failure to submit any of the supporting documents will lead to non-responsiveness of bidders:

- (i) The bidder shall be Original Equipment Manufacturer (OEM) or Authorized Dealer/Distributors;
(In case of authorized dealer latest certificate of authorization specific to the subject procurement shall be provided on given format (**attached as Appendix-II**). Generic/previous authorization certificate or absence of authorization certificate will lead to non-responsiveness of bidders.)
- (ii) The proposed brand/item is in full compliance with specification given under **Appendix-I**;
(Submit Broacher / operating manual or adequate technical documentation and catalogue(s) and other printed material or pertinent information of the quoted item/brand.)
- (iii) Registered with FBR for sales tax on goods and income tax and reflected on Active Tax Payer List (ATL);
(Submit relevant registration certificates with FBR)
- (iv) Submitted compliant bid security of the requisite amount;
(Submission of bid security)
- (v) Not backlisted by any provincial or federal public entity.
(Submit undertaking on affidavit to the effect)

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

3. To assist you in the preparation of responsive bids we enclose the necessary technical specifications, required quantities and terms and condition as “**Statement of Requirements**” **Appendix-I**.

4. It is understood that the bidder has gone through the entire Request for Quotation document and has complete understanding of the terms, conditions, Statement of Requirements (**Appendix-I**), and attached Form of Contract. The attached terms and conditions for supply and delivery of items is an integral part of contract.

5. You must quote for all the items under this request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.

6. A fixed lump sum cost inclusive of all taxes shall be quoted in Form of Quotation against the items the bidder intended to bid. Financial offer of substantially responsive bidder will be considered/evaluated for all items collectively and contract will be awarded to the bidder offering lowest evaluated total cost for all items.

7. You shall submit one Price Quotation on a Form of Quotation along with supporting documents

as mentioned above in accordance with terms and conditions of the RFQ and addressed and delivered to the following address.

**Chief Executive Officer,
TransPeshawar (The Urban Mobility Company),
TransPeshawar Head Office First (1st) Floor, Main BRT Depot,
Opposite NHA Complex Peshawar KPK Pakistan.**

8. Form of Quotation must be typed and shall be signed by you or your authorized representative. Without a signature on Form of Quotation, your quotation will be rejected as non-responsive.

9. The deadline for receipt of your quotation by the Purchaser is: **11:30 AM, April 28, 2022.**

10. Your quotation should be submitted as per following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply and Delivery of items is an integral part of the Contract.

(i) **PRICES:** - Prices shall be quoted for complete supply and delivery of items as described in **Appendix-I** in Pakistani Rupees (PKR) and inclusive of all taxes as per applicable laws in Pakistan. The bidder shall be entirely responsible for all taxes, duties, license, fees etc. incurred under the contract.

In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:

- where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- 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.

(ii) **EVALUATION OF QUOTATIONS:** Bids will be opened and assessed for responsiveness of bids on given date and time. Bids determined to be substantially responsive to the mandatory requirements will be considered for evaluation of financial price. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and mandatory requirements prescribed in this Request for Quotation, and it will not be considered further. Clarification may be sought in writing during evaluation if deemed necessary provided that it does not alter substance of the bid.

(iii) **AWARD OF CONTRACT:** - The contract will be awarded to the bidder having lowest evaluated bid price among the substantially responsive bidders. The bidder whose quotation has been accepted will be notified of the award of contract within validity period through Purchase Order issued by the Purchaser.

(iv) **VALIDITY OF THE OFFER:** - Your quotation should be valid for a period of ninety (90) days from the deadline for receipt of quotation as indicated above. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then your bid security will be forfeited. The contract may be offered to next substantially responsive lowest bidder.

(v) **COMMUNICATION:** - Bidders should note that during the period from the receipt of the quotation until award of Contract, all queries/communications shall be in writing via e-mail below.

Attention: Fayyaz Ahmad Khan: fayyaz.khan@transpeshawar.pk

CC: 'mustafa.beg@transpeshawar.pk' 'khalil.ahmed@transpeshawar.pk'

(vi) **BID SECURITY:** -

- (a) Bid security shall be submitted to the amount of two (2%) of the total bid amount in shape of Demand Draft/CDR/PO from scheduled bank of Pakistan in the name of Chief Executive Officer (CEO) TransPeshawar. A bid not accompanied by compliant bid security shall be rejected as non-responsive;
- (b) The requisite bid security shall remain valid for a period of Twenty-Eight (28) days beyond the original validity period of the bids;
- (c) Bid Security of the unsuccessful bidders shall be released as promptly as possible upon the successful Bidder's furnishing of the performance security;
- (d) The bid security of successful bidder shall be returned once the successful bidder has signed the contract agreement and furnished the required performance security.
- (e) The Bid security shall be forfeited:
 - If a bidder withdraws his bid during the period of bid validity; or
 - If a bidder doesn't accept the correction of his Bid Price, pursuant to Para above; or
- (f) In the case of a successful bidder, if he fails to:
 - Furnish the Performance security in accordance with Para below;
 - Sign the contract agreement, in accordance with Para below.

(vii) Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids: - The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to bidders. In case of annulment, all bids submitted and specifically, bid securities, shall be promptly returned to the bidders.

(viii) Signing of Contract: -

- (a) Promptly after issuance of Purchase Order, the Purchaser will send the successful bidder the Form of Contract.
- (b) Within ten (10) days of receipt of the Form of Contract, the successful bidder shall sign, date, and return it to the Purchaser.

(ix) Performance Security: -

- (a) Within ten (10) days of the receipt of Purchase Order from the Purchaser, the successful bidder shall furnish the performance security in Pak Rupees to the amount of ten (10%) of contract price in shape of CDR/DD or Bank Guarantee, at the option of bidder, in the name of CEO TransPeshawar from schedule bank of Pakistan. Performance Security shall remain valid thorough out execution of the contract and will be released after completion of the contract including warranty obligations and subject to satisfactory performance;
- (b) Failure of the successful bidder to submit the requisite performance security or to sign the contract agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. In that event, the Purchaser may award the contract to the next lowest evaluated bidder whose offer is substantially responsive.
- (c) The performance security may be forfeited fully or partially if the Supplier defaults under the contract.

11. This Request for Quotation is being conducted under ADB Procurement Guidelines. As such under ADB's Anti-Corruption 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.

12. You may confirm by e-mail (mentioned above) the receipt of this request and whether or not you will submit the quotation(s).

Sincerely Yours,

Chief Executive Officer (CEO)
TransPeshawar
(The Urban Mobility Company)

1. FORM OF QUOTATION

(On the letter head of the Supplier)

To:

Chief Executive Officer (CEO),
TransPeshawar (The Urban Mobility Company)
TransPeshawar Head Office First Floor, Main BRT Depot,
Opposite NHA Complex, Chamkani, Peshawar.

We offer to execute the “**Supply and Delivery of IT Equipment to TransPeshawar**” 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 supply and delivery described in the Contract within the delivery period as per following details.

Item	General Description	Quoted Brand (Attached brochures of quoted brand)	Qty (A)	Unit Price in PKR inclusive of all taxes (B)	Total Price in (PKR) inclusive of all taxes (A x B)
Laptop & Desk Top Systems	Laptops, charger with laptop carrying bag and Wireless Mouse		06		
			04		
	Operating System		20		
	MS Office		20		
	Desktop Systems		10		
Bid Price in PKR inclusive of all 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.

Authorized Signature:

Name and Title of Signatory:

Name of Supplier:

Address:

Telephone No.

2. FORM OF CONTRACT

THIS AGREEMENT Number TPC/IT/Shopping/G/2021-22/001 made on----- day of -----, 2022, between **CEO TransPeshawar, TransPeshawar Head Office First (1st) Floor, Main BRT Depot, Opposite NHA Complex, Chamkani Peshawar** (hereinafter called “the Purchaser”) on the one part and _____(hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has requested for quotation to be supplied by the Supplier, viz. **Contract Supply and Delivery of IT Equipment to TransPeshawar** (hereinafter called “the Contract”) and has accepted the Quotation by the Supplier for the supply of goods under the 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 the Contract, viz:
 - a) Terms and Conditions of Supply and Delivery;
 - b) Statement of Requirement;
 - c) Form of Quotation;
 - d) Purchase Order;
 - e) Request for Quotation;
 - f) 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 supply and delivery of IT equipment to 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 IT equipment to 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:

FOR AND BEHALF OF

Name of Authorized Representative

Signature and seal of the Supplier:

FOR AND BEHALF OF

Name of Authorized Representative

3. TERMS AND CONDITIONS OF SUPPLY AND DELIVERY

Procurement Title: Supply and Delivery of IT Equipment to TransPeshawar

The Purchaser: CEO TransPeshawar, TransPeshawar Head Office First (1st) Floor, Main BRT Depot, Opposite NHA Complex, Chamkani Peshawar.

The Supplier:

1. Schedules for Supply: The Supplier shall bound to deliver goods under the Contract within fifteen (15) days of issuance of Purchase Order.
2. Fixed Price: The price quoted by the Supplier shall remain firm and fixed and not subject to any adjustment during performance of the Contract.
3. Reserve Rights: The Purchaser reserves the right to increase/decrease the quantity of items under the Contract subject to relevant provisions of ADB Procurement Guidelines.
4. Delivery: The Supplier shall complete delivery as per above Schedule of Supply at TransPeshawar Head Office First (1st) Floor, Main BRT Depot, Opposite NHA Complex, Chamkani Peshawar.
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 Security:
 - i. Within ten (10) days of the receipt of Purchase Order from the Purchaser, the successful bidder shall furnish performance security in Pak Rupees to the amount of ten (10%) of contract price in shape of CDR/DD or Bank Guarantee, at the option of bidder, in the name of CEO TransPeshawar from schedule bank of Pakistan. Performance Security shall remain valid thorough out execution of the contract and will be released after completion of the Contract including warranty obligations and subject to satisfactory performance;
 - ii. Failure of the successful bidder to submit the requisite Performance Security or to sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. In such event, the Purchaser may award the Contract to the next lowest evaluated bidder whose offer is substantially responsive and the bidder is technically qualified.
 - iii. The performance security may be forfeited fully or partially if the Supplier defaults under the Contract.
7. Inspection/Tests: The delivered items will be inspected/tested for their conformance to the quoted specifications/standards upon delivery. If any inspected/tested goods fail to conform with agreed specifications/standards, it may be rejected and the Supplier shall replace the rejected goods to one meeting agreed specification/standards free of cost, within three (03) days of such intimation. The Purchaser will issue an acceptance certificate upon successful delivery and testing/inspection of all items under the Contract.
8. Warranty: Goods offered should be covered by manufacturer's warranty for at least 12 months from the date of delivery to the Purchaser. Warranty certificate shall be provided by the original equipment manufacturer.
9. Liquidated Damage: - If the delivery is not affected by the due date, 0.1% of the contract price will be deducted per day of delay.
10. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Islamic Republic of Pakistan.

11. 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.
12. Delivery and Documents: Upon delivery, the Supplier shall provide the following documents to the Purchaser:
 - (i) Copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
 - (ii) Certificate of origin;
 - (iii) Manufacturer's warranty certificate
13. Payment: Payment of the contract price shall be made in the following manner:
 - (i) 100% payment will be made after successful delivery and acceptance of all goods by the Purchaser at given address in accordance with the Contract.
14. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods as required preventing their damage or deterioration during transit to final destination.
15. Defects: All defects shall be corrected by the Supplier without any cost to the Purchaser during warranty period within **Three (03)** calendar 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 the Supplier**): _____
16. 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 event 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.
17. Required Technical Specifications: The required technical specification is attached as "**Statement of Requirements**", Appendix-I. The Supplier confirms compliance with the mentioned specifications.
18. Failure to Perform: The Purchaser shall cancel the Contract if the Supplier default under the Contract, or any part thereof, in accordance with the above terms and conditions and it shall constitute sufficient grounds for calling performance security.

Appendix-I

Statement of Requirements

1. All the equipment provided by the supplier must be in compliance with the specification mentioned here as under;
2. The successful bidder will support in performing inspection of all the items and demonstrating that all the equipment are in the perfect condition and in accordance with the quoted specifications;
3. All the licenses (Virtualization & Windows) must be genuine and the licenses will be handed over to the Purchaser, In the case of Virtualization, the successful bidder will install all the licenses in the presence of the Purchaser.
4. The specification must be equivalent or higher as mentioned below. The equipment/item(s) proposed by the bidders shall comply with the given specifications. The bids non-conforming to the given specifications will be treated as non-responsive.
5. Alternative, conditional and/or ambiguous bids shall not be considered and shall be rejected upfront.
6. The Contractor shall warrant to the Purchaser that the Goods/Services supplied by the Contractor, under the Contract are genuine, brand new, non- refurbished, un-altered in any way, of the most recent or current model, imported through proper channel, and incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

A. Technical Specifications

Item	General Description	Technical standards/specifications	Qty
Laptop & Desk Top Systems	Laptops, charger with laptop carrying bag and Wireless Mouse	11th Gen Intel Core i7 – 1165G7 Processor, 8GB DDR4, 512GB SSD, 2GB Nvidia MX450 Graphics, 15.6" FHD AG UWVA 250n, Fingerprint Reader, HD webcam, Backlit Keyboard.	06
		(1) USB 3.1 Gen 2 Type-C port, (3) USB 3.1 Gen 1 Type-A ports (1) HDMI 1.4b, (1) RJ-45 (Ethernet) port, (1) Headphone/microphone combo jack, (1) AC power port	
		Wireless Mouse: A4 Tech or Equivalent	
		11th Gen Intel Core i7 – 1165G7 Processor, 12GB DDR4, 512GB SSD, 2GB Nvidia MX450 Graphics, 14" FHD AG UWVA 250n, Fingerprint Reader, HD webcam, Backlit Keyboard.	04
		(1) USB 3.1 Gen 2 Type-C port, (3) USB 3.1 Gen 1 Type-A ports (1) HDMI 1.4b, (1) RJ-45 (Ethernet) port, (1) Headphone/microphone combo jack, (1) AC power port	
	Wireless Mouse: A4 Tech or Equivalent		
	Operating System	Original Windows 10 or 11 Professional 64bit with Original License	20
	MS Office	MS office 2019 Pro Plus with Original License	20
	Desktop Systems	Micro Tower Business PC Intel Core i7-10700 (2.9 GHz to 4.7GHz, 16MB Cache) Intel Q470 8GB DDR4, 1TB Sata 7200rpm, 256 SSD 2.5 SATA or higher , Intel UHD Graphics Mouse Keyboard, 19-inch LED Screen	10

**Appendix-II
Manufacturer's Authorization**

Date: --- /--- / 2022
Tender Ref. No.: TPC/IT/RFQ/G/2022-23/001

To:

Chief Executive Officer (CEO),
TransPeshawar (The Urban Mobility Company)
TransPeshawar Head Office First Floor, Main BRT Depot,
Opposite NHA Complex, Chamkani, Peshawar.

WHEREAS

We [insert complete name of the manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of manufacturer's factories], do hereby authorize [insert complete name of the bidder] to submit a bid the purpose of which is to provide the following goods, manufactured by us [insert name and/or brief description of the goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Conditions of RFQ, with respect to the goods offered by the above bidder.

Signed: [insert signature(s) of authorized representative(s) of the manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of [insert complete name of the manufacturer]

Dated on _____ day of _____, _____ [insert date of signing]