

2023 - 2024

# Request for Quotation (RFQ)

Procurement of I.T. Equipments

PK-NDRMF-326701-GO-RFQ





## Climate Resilience through Horticultural Intervention in Khyber Pakhtunkhwa



### REQUEST FOR QUOTATION (RFQ)

**REFERENCE NO:** PK-NDRMF-326701-GO-RFQ

**DESCRIPTION:** **PROCUREMENT OF I.T. EQUIPMENT**

The Agriculture Extension Department, Government of Khyber Pakhtunkhwa received grant financing from National Disaster Risk Management Fund (NDRMF) under Pakistan Hydromet and Climate Services Project/PHCSP funded by the World Bank. Under the aforesaid grant financing, Khyber Pakhtunkhwa Agriculture Extension Department launched a development project titled “Climate Resilience through Horticultural Interventions in Khyber Pakhtunkhwa” and intends to apply part of the proceeds of the grant to payments for “**Procurement of I.T. Equipment**” to be procured under this project. The Project Development Objective is Contribute to climate resilience through the establishment of model orchards throughout the province, Introduction of olive grafting and saffron cultivation and to diversify livelihood options for local communities through value chain development in post-harvest processing.

**The Khyber Pakhtunkhwa Agriculture Extension Department** now invites eligible suppliers for the supply of **I.T. Equipment** as per attached technical specifications and quantities.

The Request for Quotation, offer and accompanying documents must be received at following address latest by **05<sup>th</sup> January 2024 at 1000 hours**.

**The Project Director,  
“Climate Resilience through Horticultural Interventions in Khyber Pakhtunkhwa”,  
Office of the Directorate General Agriculture Extension,  
Opp. Islamia Colligate Gate University Road, Peshawar  
Ph: +92 (91) 9224223  
E-Mail: pmu.crthikp@gmail.com**

#### Terms and Conditions:

- a) The quotation must be submitted according to the attached specifications.
- b) Taxes will be deducted according to government Rules.
- c) The offer must be submitted for 100% required quantities.
- d) Please quote only one offer.
- e) Quotations must be typed and submitted using the company’s letterhead.
- f) Quotations by hand or through courier (hard copy) must be signed.
- g) The Prices indicated in the Price Schedule shall be delivered duty paid (DDP). The price of other (incidental) services, if any, may be mentioned separately.
- h) Quoted rates shall be fixed and should be in Pak Rupees.
- i) Supplier must have after sales services in Peshawar.
- j) The suppliers are requested to give their best and final rates.
- k) Quotations shall be valid for 60 days.



## Climate Resilience through Horticultural Intervention in Khyber Pakhtunkhwa



1. Your quotation should be accompanied by adequate technical documentation complete in all aspects, previous such kind of work orders, company profile and catalogue(s) and other printed material or pertinent information for each item quoted, including provision of after sales service facilities in Khyber Pakhtunkhwa. Failure to comply the same would constitute sufficient ground for disqualification of your Quotation.
2. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in Paragraph-3 is 05<sup>th</sup> January 2024 at 1000 hours.. You quotation(s) should be submitted as per the instructions contained in the RFQ. The received quotations will be opened on the same day at 1100 hours. Late Quotations will not be accepted and to be rejected.
3. **Prices:**  
The prices should be quoted in Pak Rupees and should be inclusive of all supply charges and admissible all taxes prevailing in Khyber Pakhtunkhwa and other levies payable by the supplier under the contract till the final/ named place of destination.
4. **Evaluation and Award of Contract:**  
Offers determined to be substantially responsive to the eligibility Criteria and technical specifications will be evaluated by comparison of their prices, in addition to the eligibility and qualification requirements outlined in the Section-II of Quotation Documents. The award will be made to the firm offering the lowest evaluated price that best meets the required standards/ specifications of technical capabilities along with complying/ providing all the requisite information and documentation.
5. **Validity of the Offer:**  
Quotation(s) shall be valid for 60 days from the date for receipt of quotation(s).



# Climate Resilience through Horticultural Intervention in Khyber Pakhtunkhwa



## SECTION-II

### Instructions for Preparing Quotations

#### 1. Scope of Procurement:

Invites price quotations for procurement and Supply of IT Equipment as described in the Technical Specifications as mentioned in section-III. The successful supplier will be expected to complete the delivery of Equipment within due time.

#### 2. Qualification/Eligibility of the Supplier:

To qualify for award of the Contract/Purchase Order, a Supplier shall meet/agree the following minimum qualifying criteria:

- a. Should be manufacturer/authorized distributor/dealer of the Original Equipment Manufacturer (OEM) of the quoted item (s)/brands. Should submit verifiable authorized distributor/dealership certificate.
- b. Goods/Services shall be supplied strictly according to the specifications given in the specification sheet.
- c. The Quotation/Bids must be submitted according to the RFQ and attached specifications.
- d. Conditional quotations will not be acceptable.
- e. The validity of rates should not be less than 60 days from the date of quotation opening.
- f. Supplier/ Authorized dealer must have at least five (05) years of experience in supplying of the Equipment of similar to the goods/services mentioned herein.
- g. Taxes will be deducted according to government rules.
- i. Quotation must be type written. Incomplete/conditional and overwritten offers will not be considered.
- j. Equipment must be delivered to Peshawar.
- k. CDR/Bank Guarantee @ 2% of the tender amount (per Lot) shall be submitted in the name of Project Director, Climate Resilience through Horticultural Interventions in Khyber Pakhtunkhwa along with the tenders/quotations.
- l. Documentary proof of adequate average annual turnover of at least three years with minimum cost of PKRs. 09.000 million.
- m. Successful offerors will submit a 10% performance guarantee as per rules in shape of CDR/Bank Guarantee.
- n. The Prices indicated in the Price Schedule shall be delivered duty paid (DDP). The price of other (incidental) services, if any, may be mentioned separately.
- o. The bidder shall provide on a duly attested Judicial/Stamp paper an Affidavit stating that the dealer/supplier has never been blacklisted by any Provincial Government / Federal Government/semi-government, Organizations, Agencies or Autonomous Body or Private Sector anywhere in Pakistan or not debarred by the World Bank Group and that no litigation is under way against them.
- p. The bidder shall provide an undertaking on a judicial stamp paper duly attested by the oath commissioner/ Notary Public that the quoted items are genuine, brand new, non-refurbished, un- altered in any way, imported through proper channel, and strictly according to the specifications, specified in this document.
- q. Authorized dealers must attach proof/commitment of after sale services in Peshawar, Khyber Pakhtunkhwa, Pakistan.



## Climate Resilience through Horticultural Intervention in Khyber Pakhtunkhwa



- r. The bid price should be in Pak Rupees.
- s. The bidder must submit National and Sales Tax Numbers' Certificates and proof of being in active taxpayers' lists of both kind of taxes.
- t. The bidder must have a proper Business Location (Shop/Outlet) and telephone facility in Peshawar, Khyber Pakhtunkhwa, Pakistan.
- u. The Bidders are requested to give their best and final prices.
- v. The supply/demand of IT Equipments may be increased or decreased or altered subject to the availability of funds and other constraints.
- w. Joint venture not allowed.
- x. This office reserves the right to accept or reject all of the submitted quotations as per World Bank Procurement Regulations for IPF Borrowers, Goods, Works, Non-Consulting and Consulting Services July 2016 Revised November 2017, August 2018, and November 2020.

### 3. Other Terms and Conditions:

- a. Payment will be made as per Contract agreement/Purchase Order within maximum of 60 days from the date of receipt of invoice.
- b. To receive payments, the supplier should be duly registered with GST; KPRA and FBR Tax Authorities.
- c. Warranty: As mentioned against each Equipment in Technical Specifications
- d. The rates should be inclusive of delivery of goods/services as per delivery schedule.
- e. The successful bidder will provide after-sales service free of cost.

### 4. Contents of quotation Documents:

The set of proposal documents is comprised of the documents listed below:

- a. Section I Invitation to Quote
- b. Section II Instruction for Preparing Quotations
- c. Section III Specifications
- d. Section IV Form of Quotation

### 5. Documents Comprising the quotation:

The Quotations submitted by the Supplier shall comprise the following documents:

- i. Form of Quotation (*as per sample attached*)
- ii. Qualification and Experience Information
- iii. Copies of taxation documents
- iv. Is an authorized dealer or Manufacturer.
- v. Authorized dealers must attach proof of after sale services.

### 6. Price Quotation:

The Contract shall be awarded for the whole and/ or specific supplies and shall be based on the unit and total price for fixed unit rate contract. Prices shall be quoted entirely in Pak Rupees. The Supplier shall fill in the rates and prices for all items and/ or specific category of the Supplies described in the specifications. All duties, prevailing taxes in Khyber Pakhtunkhwa and other levies payable by the supplier under the contract till the final/ named place of destination, shall be included in the rates, prices, and total price quotation submitted by the supplier. The rates and prices quoted by the supplier shall be fixed for the duration of the contract and shall not be subject to any adjustment on any account.



# Climate Resilience through Horticultural Intervention in Khyber Pakhtunkhwa



## SECTION III - SPECIFICATIONS

### 1. Technical Proposal:

This part of the RFQ shall contain complete information relating to technical specifications as mentioned in Technical Specification.

### 2- Payment Criteria:

Payment will be made as per Contract agreement/Purchase Order.

### 3- Delivery Time:

The delivery and associated installation and services should be completed as per Schedule provided at below table.

### 4- Warranty:

As mentioned against each Equipment in Technical Specifications

### 5- Specifications of IT Equipment:

Lot 1				
S. No	Description	Specifications	Qty	Delivery Schedules (from the date of signing of Contract)
1	Desktop (International Branded)	<p><b><u>Specifications: -</u></b></p> <ul style="list-style-type: none"><li>• Intel Core i7 (12<sup>th</sup> Generation)</li><li>• SSD 256 Gb for Window</li><li>• 1 TB HDD</li><li>• 8 Gb RAM DDR4 3600 MHz</li><li>• Tower/Desk Type</li><li>• 21" LED Monitor , IPS, W-LED, 1920 x 1080 pixels.</li><li>• Kay board</li><li>• Mouse</li><li>• Latest Registered MS Windows</li><li>• Power Cables</li></ul> <p><b><u>Software (quote price separately)</u></b></p> <ul style="list-style-type: none"><li>• MS Office Pre-Installed</li></ul> <p><b><u>Warranty: -</u></b></p> <p><b>One Year from the date of delivery (Local).</b></p>	02 (Two)	30 Days



## Climate Resilience through Horticultural Intervention in Khyber Pakhtunkhwa



Lot 1				
S. No	Description	Specifications	Qty	Delivery Schedules (from the date of signing of Contract)
2	Laptops (International Branded)	<p><b>Specifications: -</b></p> <ul style="list-style-type: none"><li>• Intel Core i7 (13<sup>th</sup> Generation or latest)</li><li>• 16 GB RAM DDR4 3200Mhz</li><li>• 1 TB NVMe SSD</li><li>• 15.6" FHD IPS Display</li><li>• Network Card</li><li>• Graphic Card 4 GB or higher</li><li>• Backlit Keyboard</li><li>• Carry Case/Laptop Bag</li><li>• Registered latest Windows.</li></ul> <p><b>Software (quote price separately)</b></p> <ul style="list-style-type: none"><li>• MS-Office Pre-Installed.</li></ul> <p><b>Warranty: - One Year local warranty.</b></p>	02 (Two)	30 Days
3	Laptops (International Branded)	<p><b>Specifications: -</b></p> <ul style="list-style-type: none"><li>• Intel Core i5 (13<sup>th</sup> Generation or latest)</li><li>• 08 GB RAM DDR4 3200Mhz</li><li>• 512 GB NVMe SSD</li><li>• 15.6" FHD IPS Display</li><li>• Network Card</li><li>• Graphic Card 4 GB</li><li>• Carry Case/Laptop Bag</li><li>• Registered latest Windows.</li></ul> <p><b>Software (quote price separately)</b></p> <ul style="list-style-type: none"><li>• MS-Office Pre-Installed (price quote separately).</li></ul> <p><b>Warranty: - One Year local warranty.</b></p>	09 (Eight)	30 Days



## Climate Resilience through Horticultural Intervention in Khyber Pakhtunkhwa



Lot 2				
S. No	Description	Specifications	Qty	Delivery Schedules (from the date of signing of Contract)
1	Printer with scanner (Laser)	<ul style="list-style-type: none"><li>Function: Copy, Print, Scan</li><li>Print Speed: 38 PPM A4</li><li>Print Resolution 1200x1200 dpi</li><li>First Print Out Time (FPOT) Approx. 5.5 sec</li><li>Auto Duplex Print Standard</li><li>Maximum number of Copier 999</li><li>ADF 50 sheet</li><li>Multi-Purpose Tray 100 sheet</li><li>Standard Tray 250 sheets or higher</li><li>Paper Size: A4, Legal, Letter</li><li>Network High-Speed USB 2.0</li><li>10/100 Base-T Ethernet, Wi-Fi 802.11b/g/n</li><li>WVGA Color LCD 5.0" Touch Screen Display</li><li>Memory (RAM): 1GB</li><li>Duplex Printing: Standard</li><li>Monthly Duty Cycle: 80,000 pages or above</li></ul> <p><b>Warranty: - One Year from the date of delivery.</b></p>	02 (Two)	30 Days
2	Printer (Laser)	<ul style="list-style-type: none"><li>Print Speed: 18PPM A4</li><li>Print resolution 600x600 dpi</li><li>Memory 32MB</li><li>First Print out Time (FPOT) Approx.: 7.8 secs</li><li>Paper input 150 sheet.</li><li>Connectivity USB Cable</li></ul> <p><b>Warranty: - One Year from the date of delivery.</b></p>	02 (Two)	30 Days





## Climate Resilience through Horticultural Intervention in Khyber Pakhtunkhwa



Lot 3				
S. No	Description	Specifications	Qty	Delivery Schedules (from the date of signing of Contract)
1	Photocopier	<p><b><u>Specifications:-</u></b></p> <ul style="list-style-type: none"><li>• Copy Speed 45 CPM</li><li>• Multifunction Copy, Print, Scan</li><li>• Resolution: 600 dpi × 600 dpi,</li><li>• Printing: Up to 1,200 x 1,200</li><li>• Multiple Copies 1 up to 999 copies</li><li>• Double component Technology OR Single component Technology (Service free machine).</li><li>• Standard Paper capacity: Cassettes 2 x 550 sheets (1100 Sheets) + 100 Sheets bypass Tray (80 G/M)</li><li>• Paper Size Support A3, A4, Legal</li><li>• RAM 2 GB or Higher</li><li>• SSD 128 GB Built in or Higher</li><li>• Built in Wi-Fi &amp; network.</li><li>• RAD Built in</li><li>• Duplex Unit Built in</li><li>• Electronic Sorting Built in</li><li>• Printer/color scanner Built in</li><li>• Reproduction Ratio Zoom: 25-400% in 1% increments/decrements.</li><li>• Toner Life 36,000 pages/copies A4</li><li>• Copy Size A3, Duplexing Built in</li></ul> <p><b><u>Warranty :- One year from the date of delivery.</u></b></p>	02 (Two)	30 Days



# Climate Resilience through Horticultural Intervention in Khyber Pakhtunkhwa



## SECTION IV - FORM OF QUOTATION

\_\_\_\_\_ (Date)

To:

**The Project Director,  
"Climate Resilience through Horticultural Interventions in Khyber Pakhtunkhwa"  
Office of the Directorate General Agriculture Extension,  
Opp. Islamia Colligate Gate University Road, Peshawar.  
Ph: +92 (91) 9224223,  
E-Mail: pmu.crthikp@gmail.com**

We offer to execute the goods/services of items for the contract of **Purchase and Supply of IT Equipment** in accordance with the Terms & Conditions accompanying this Quotation for the Contract Price of \_\_\_\_\_ (amount in words and numbers) (\_\_\_\_\_). We propose to complete the goods/services described in the Contract within the following delivery time from the date of signing of the contract.

### **Price (inclusive of all taxes) and Schedule for Supply:**

S/No	Item Name with detailed Specification	Quantity	Unit Price	Total Price	Delivery Time

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 Quotation required by the proposal documents.

Authorized Signature: \_\_\_\_\_  
Name and Title of Signatory: \_\_\_\_\_  
Name of Supplier: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number, if any: \_\_\_\_\_