



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 "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 supplier for the supply of IT Equipment as per attached technical specifications and quantities.

The Request for Quotation, offer and accompanying documents must be received at following address latest by **10th April, 2023 at 10:00 a.m.**

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) Offer must be submitted for 100% required quantities.
 - d) Please quote only one offer.
 - e) Quotations must be typed and submitted using 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 **30 days**.
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.



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2. The deadline for receipt of your quotation(s) by the Purchaser at the address indicated in Paragraph-3 is **10th April, 2023 at 10:00 a.m.**. You quotation(s) should be submitted as per the instructions contained in the RFQ. The received quotations will be opened on **same day** at **11:00 a.m.** 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:** Your quotation(s) shall be valid for a period of **60 days** from the date for receipt of quotation(s).



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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 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. Validity of rates should not be less than **30 days** from the date of quotation opening.
 - f. Supplier/ Authorized dealer must have at least **three (03)** years of experience in supplying of the Equipment of similar to the goods/services mentioned herein.
 - g. The bidder must have the authorization from the manufacturer or its authorized distributor/ supplier/ agent for supplying of offered products.
 - h. 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 at Peshawar.
 - k. CDR/Bank Guarantee @ 2% of the tender amount shall be submitted in the name of Project Director, Climate Resilience through Horticultural Interventions in Khyber Pakhtunkhwa along with the tenders/quotations.
 - l. Successful offerors will submit 10% performance guarantee as per rules in shape of CDR/Bank Guarantee.
 - m. 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.
 - n. 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 and that no litigation is under way against them.
 - o. 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, unaltered in any way, imported through proper channel, and strictly according to the specifications, specified in this document.
 - p. Authorized dealers must attach proof/commitment of after sale services in Khyber Pakhtunkhwa Pakistan.**
 - q. Bid price should be in Pak Rupees.
 - r. The bidder must submit National and Sales Tax Numbers' Certificates and proof of being in active taxpayers lists of both kind of taxes.**
 - s. The bidder must have proper Business Location (Shop/Outlet) and telephone facility.
 - t. The Bidders are requested to give their best and final prices.
 - u. The supply/demand of IT Equipments may be increased or decreased or altered subject to the availability of funds and other constraints.



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- v. 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.



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SECTION III - SPECIFICATIONS

1. Technical Proposal

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>Specifications: -</p> <ul style="list-style-type: none"> - Intel Core i7 (11th Generation) - SSD 256 Gb for Window - 1 Tb HDD - 8 Gb RAM DDR4 3600 MHz - Tower/Desk Type - 21" LED Monitor , IPS, W-LED, 1920 x 1080 pixels. Viewing angles (H/V): 178 ° / 178 ° , Brightness: 250 cd/m² Static contrast: 1000:1. Refresh rate: 60 Hz. NTSC: 72 % - Kay board - Mouse - Latest Registered MS Windows - MS Office Pre-Installed (price quote separately). - Power Cables <p>Warranty: - One Year from the date of delivery (Local). Three years Processor warranty (Local)-</p>	02	30 Days
2	Laptops (International Branded)	<p>Specifications: -</p> <ul style="list-style-type: none"> - Core i7 (12th Generation) - 16 GB RAM DDR4 3200Mhz - 512 GB / 1 TB NVMe SSD - 15.6" FHD IPS Display - Network Card 	09	30 Days



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		<ul style="list-style-type: none"> - Graphic Card 4 GB - Backlit Keyboard - Carry Case/Laptop Bag - Registered latest Windows. - MS-Office Pre-Installed (price quote separately). <p>Warranty: - One Year local warranty and Three year International Warranty Three years Processor warranty (Local)</p>		
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Lot 2				
S. No	Description	Specifications	Qty	Delivery Schedules (from the date of signing of Contract)
1	Printer with scanner (Laser)	Print, copy, scan, fax, USB connectivity, Wi-Fi connectivity, ADF, Print speed letter: Up to 30 ppm (black) or above, Optical resolution: 1200 x 1200 or higher. Auto duplex printing. Warranty: - One Year from the date of delivery.	03	30 Days
2	Printer (Laser)	<ul style="list-style-type: none"> ➤ Print Speed: 38 PPM A4 ➤ Print resolution: 600 x 600 dpi or higher. ➤ Standard Tray 250 sheets or higher ➤ Processor 1200 MHz x02 ➤ Paper Size: A4, Legal, Letter ➤ First Print out time 5.5 seconds or less ➤ Multi-Purpose Tray 100 sheet ➤ Display 5-line LCD. ➤ Network & Wi-Fi ➤ Memory (RAM): Min 256 MB or higher ➤ Duplex Printing: Standard ➤ Monthly Duty Cycle: 80,000 pages or above Warranty: - One Year from the date of delivery.	01	30 Days



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Lot 3				
S. No	Description	Specifications	Qty	Delivery Schedules (from the date of signing of Contract)
1	Photocopier	<p>Specifications:-</p> <ul style="list-style-type: none">➤ Copy Speed 45 ppm (A4)➤ TFT LCD WSVGA Color Touch panel➤ Single component Technology➤ Processor Speed 1.8GHz Dual Core Processor➤ Multifunction Copy, Print, Scan➤ First-Copy-Out Time (A4) 4.6 seconds➤ Resolution: 600 × 600, Printing: Up to 1,200 x 1,200➤ Multiple Copies Up to 9,999 copies➤ 1-sided Scanning : 70/70 (300 x 300 dpi)➤ Standard Paper capacity Cassettes 2 x 550 sheets (1100 Sheets) + 100 Sheets bypass Tray (80 G/M) Total 1200 sheet➤ Paper Size Support A3, A4, Legal➤ USB 2.0 x 1 (Host), USB 3.0 x 1 (Host), USB 2.0 x 1 (Device)➤ RAM 3 GB or Higher➤ SSD 256 GB➤ Built in Wi-Fi & network.➤ Standard Scan and Send Feature➤ Document feeder (DADF)➤ Toner Life 42000 Copies or above (OEM Warranted) single toner.➤ Copy Size A3, Duplexing Built in➤ Trolley <p>Warranty :- One year from the date of delivery.</p>	02	30 Days



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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: _____