

COMPETITION COMMISSION OF PAKISTAN
GOVERNMENT OF PAKISTAN



**Tender Notice No. CCP-Admin 55
PROCUREMENT OF I T RELATED ITEMS**

Competition Commission of Pakistan invites separate sealed bids from authorized distributors/resellers, having valid Sales Tax Registration and National Tax Numbers, for supply of 27 Branded Laptops and 8 Printers.

Bids may be submitted to the undersigned in **SEALED ENVELOPS** (as per instructions in detailed Request for Proposal (**RFP**) at the address given below latest by the **May 13, 2019** upto **11 hrs**. Technical Proposal of the bids will be opened on the same date at **11:30 hrs**. Financial bids of only those bidders will be opened whose technical bids are found successful. Date in this respect will be intimated later on to the successful bidders.

Bid Documents/ Detailed RFP may be obtained from the undersigned on payment of Rs. 500/- in the form of bank draft, pay order, etc. drawn on the name of Competition Commission of Pakistan; or these may be downloaded from CCP's website: WWW.CC.GOV.PK. In such cases Bid Documents charges will have to be paid at the time of submission of bids. Tender Notice and RFP are also available on PPRA's website: WWW.PPRA.GOV.PK.

All queries relating to **RFP** should be faxed or mailed to the officer as indicated in RFP at least 5 working days before the opening of technical proposals.

Incomplete / tenders received after due date will not be entertained. Competition Commission of Pakistan may reject all bids or proposals at any time prior to the acceptance of a bid or proposal under the provisions of Rule 33 (1) of Public Procurement Rules, 2004.

Tender can be awarded fully or partially based on the pricing and technical evaluation.

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Assistant Director (Admn)

9th Floor South, ISE Towers 55-B, Jinnah Avenue, ISLAMABAD

Tel: +92-51-9100260-3 Fax: +92-51-9100251

E-mail: NBHATTI@CC.GOV.PK Website: WWW.CC.GOV.PK

Request for Proposal (RFP)
For
BRANDED LAPTOPS AND PRINTERS



Competition Commission of Pakistan

Government of Pakistan

www.cc.gov.pk

April 2019

1. Description of Work

Competition Commission of Pakistan (CCP) invites separate sealed bids from authorized distributors/vendors having Sales Tax Registration and National Tax Number for supply of twenty seven (27) Branded Laptops and eight (8) printers as per specifications given at Sr. # 5/ Annex-A.

2. Timelines

Publication of Tender	24 April, 2019
Bids submission deadline	13 May, 2019
Opening of Technical Proposals	13 May, 2019

2.1. Financial bid of only those vendors will be opened whose technical bids will be found successful. Date and time of opening the financial bids will be informed later on.

3. Scope of Work

The proposed work is procurement of the hardware which is divided into following **two categories**:

- I. **Provision of Branded Laptops**
- II. **Provision of Branded Printer**

Responding Organizations are allowed to bid for the both categories or any of the above mentioned category. Responding organizations are requested to clearly mention the category, they are bidding for, on the main envelop of technical and financial proposals. Evaluation will be done separately for each category. Competition Commission of Pakistan reserves right of awarding the tender for one or both items, after opening of financial proposals.

4. Implementation & Payment Schedule

100% payment will be made after delivery of the laptops and printers on clarifications/ acceptance of items by IS&T department of CCP.

5. Compliance to Specifications

The responding Organization should quote for the items, having all specifications as mentioned below. Responding Organization should not propose any kind of refurbished/ End of Life Hardware Equipment/components in their proposals.

Following are the required items and their specifications:

- | | | |
|-----|--|---------|
| 5.1 | Branded Laptops of same specifications | Qty: 15 |
| 5.2 | Branded Laptops of same specifications | Qty: 12 |
| 5.3 | Branded Printers | Qty: 08 |

Following are the specifications of required laptops:

	Specifications of 15 Laptops	Specifications of 12 Laptops
Microprocessor	8th Generation Intel® Core™ i7-7500U (2.7 GHz, up to 3.5 GHz, 4 MB cache, 2 cores)	Intel Core i7-7600U, 2.8 GHz, up to 3.9 GHz with Intel Turbo Boost technology 4 MB cache 4 cores
Memory, standard	8 GB DDR4-2133 SDRAM (1 x 8 GB)	DDR4 – 2400 SDRAM (Transfer rates up to 2133 MT/s) 8192 MB total system memory (8192 MB x 1)
Video graphics	Intel® HD Graphics 620	Intel UHD Graphics 620
Hard drive	1 TB 5400 rpm SATA 128 GB M.2 SSD	256 GB upto 1 TB PCIe® NVMe™ m.2 SSD, Minimum 500GB SSD
Display	15.6" diagonal FHD IPS UWVA Bright View WLED-backlit (1920 x 1080)	35.56 cm (14 in) diagonal FHD SVA anti-glare slim LED-backlit non-touch with camera (1920 x 1080)
Keyboard	Full-size island-style backlit keyboard with numeric keypad	HP Premium Keyboard Backlit
Pointing device	HP Image pad with multi-touch gesture support	Gestures enabled by default 2-finger scrolling 2-finger zoom (pinch)
Wireless connectivity	Intel® 802.11ac (2x2) Wi-Fi® and Bluetooth® 4.2 Combo (Miracast compatible)	Intel Dual Band Wireless-AC 8265 802.11 a/b/g/n/ac (2x2) Wi-Fi and Bluetooth 4.2 combo (vPro and non-vPro)
Expansion slots	1 multi-format SD media card reader	(1) SD Media card reader (SD, SDHC, SDXC supported)
External ports	1 HDMI; 1 headphone/microphone combo; 3 USB 3.1 Gen 1 (1 HP Sleep and Charge); 1 USB 3.1 Gen 1 Type-C™	(2) USB 3.1 Gen (1 charging) (1) 1 USB-C (Up to 5 Gbps data transfer and 15 W power) (1) DisplayPort 1.2 (1) VGA (1) RJ-45 (Ethernet) (1) Docking connector (1) Headphone/microphone combo (1) AC (1)HDMI

Dimensions (W x D x H)	38 x 25.5 x 1.79 cm (or Less)	33.8 x 23.7 x 1.89 cm (13.3 x 9.33 x 0.74 in), Front
Weight	1.94 kg (or Less)	Starting at 1.48kg
Power supply type	45 W AC power adapter	HP 45 W Smart AC Adapter
Battery type	3-cell, 52 Wh Li-ion (or High)	HP Long Life 3-cell, 50 WHr Li-ion polymer (Supports HP Fast Charging with 65 W AC Adapter)
Webcam	HP Wide Vision HD Camera with dual array digital microphone	720p HD webcam
Audio features	Bang & Olufsen; Dual speakers; HP Audio Boost	Audio by Bang & Olufsen HP Audio Boost HP Noise Cancellation software Digital microphones (Dual array) (2) Premium stereo speakers
OS	Windows 10 Professional	Windows 10 Pro 64 Bit
Carrying Case	Original Branded Carrying Case	Original Branded Carrying Case
Optical Drive	DVD-RW External Drive (branded)	DVD-RW External Drive (branded)
Wireless Mouse		X4000 B Bluetooth wireless mouse
Warranty	One year	One year

Following are the specifications of required 08 printers:

Quantity of Printers	08
Printer Type	Laser
Black & White Printing Speed	38PPM
Monthly duty Cycle	80000
Connectivity	Network and USB
Paper Handling	1350 Input Tray
Duplex	Yes
Warranty	One year

6 General Terms & Conditions

6.1 Bid Security

A bid bond/ security, in the shape of a Bank Draft/Pay Order in the name of Competition Commission of Pakistan, equivalent to 5% of the total cost of bid should be submitted along with the tender. CCP reserves the right to forfeit the bid bond, if the information provided is not correct and is not according to the various formats provided in this document.

6.2 Validity of the proposal

All proposal and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal. The firms operating from their residence should not participate in the tender if detected subsequently at any stage are liable to be rejected.

6.3 Performance Bond upon execution of Contract/issuance of Supply Order

The successful vendor shall be required to deposit in the form of a Bank Guarantee, a Performance Bond upon execution of the contract issue, a sum equivalent to ten percent (10%) of the contract value. This Bank Guarantee shall be issued by a scheduled bank operating in Pakistan

6.4 Maintenance and Support Service

Selected vendor will provide maintenance/support service, after expiry of warranty, for each product at a rate, which is not more than 10% of the initial purchase cost, if desired by CCP.

6.5 Penalty Clause

The successful vendor shall be required to deliver the laptops and printers within the given time mentioned at 6.13. However if they fail to provide within the time, this office has right to confiscate the bid money.

6.6 Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

6.7 Withholding Tax, Sales Tax and other Taxes

The responding organization is hereby informed that the CCP shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for the items supplied by any responding organization in response to supply order of CCP. The responding Organization will be responsible for all taxes on transactions and/or income, which may be levied by government. The tender should be accompanied by firms Sales Tax Registration Certificate and National Tax Number.

6.8 Authorized Dealer

The responding organization should be authorized dealer, **FROM THE ORIGINAL MANUFACTURER** for the hardware and **FROM THE ORIGINAL MANUFACTURER** for licensed software in Pakistan. Original CDs of all licensed software should be provided.

6.9 Ownership

The ownership of all products and services rendered under any contract arising as a result of this RFP, including any source code developed, will be the sole property of CCP, Government of Pakistan.

6.10 Governing Law

This RFP shall be governed and construed in accordance with the laws of Pakistan. The Government of Pakistan and all responding organizations responding to this RFP shall submit in accordance the Law.

6.11 Acceptance of Proposals

Financial Proposals of only technically qualified bidders will be opened. The decision of the Committee will be binding on all concerned and in no case will be challengeable at any forum. The CCP may reject all the bids or proposals at any time prior to acceptance of a bid or proposal under the provisions of Rule 33 (1) of the Public Procurement Rules, 2004.

6.12 Acceptance Criteria

Lowest financial proposal which meets the following technical requirement;

- Compliance to specifications given at Annexure "A"
- Low quality item/ brand will not be accepted.
- 70% weight will be given to technical evaluation and 30% to financial evaluation.
- The vendor/ bidder who fulfils all technical requirements, as laid down in the RFP, will be given 100 marks which will be converted into 70 marks for final evaluation. Other bidders will be awarded technical marks with the same ratio.
- 100 technical mark will be calculated as under:
 - a). 50 points/ marks will be given to top quality. 10 points will be decreased for each of the 2nd, 3rd, 4th etc level quality.
 - b). 20 points for fulfilling the requirement of specifications;
 - c). 10 points for tax certificate;
 - d). 10 points for authorized dealership certificate.
 - e). 10 points for technical compliance sheets as given in the RFP.
- 30 points/ marks will be awarded to the lowest financial bid. The other bids will be evaluated with the formula: lowest bid x 30/higher bid.

6.13 Delivery Time

Delivery of the laptops and printers should be completed within two weeks after the issuance of SO. Preference will be given to the vendor who, having fulfilled other formalities, will supply the item in short time.

7 Instructions for Responding Organizations

7.1 Communication

Enquiries regarding this RFP shall be submitted in writing, five (5) days before opening of technical proposals to:

Deputy Director (IT)

Competition Commission of Pakistan

11th Floor South, ISE Towers 55-B, Jinnah Avenue, Islamabad, Pakistan.

Phone: 92-51-9100260-3, Fax: 92-51-9100251

nkhateeb@cc.gov.pk

7.2 Submission of Proposal

The complete proposals including technical and financial ones must be submitted by **11:00 hours** up to 13 May, 2019 at the address given at 7.3. Technical proposals submitted against the subject RFP will be opened on the same date i.e. 13 May, 2019 at 11:30 hours.

Format for submission of Technical and Financial Proposals is given below in subject RFP.

The Bank Draft, Pay Order for Bid Bond is to be enclosed with the financial proposal. Please ensure that bid security should not be in envelope of Technical proposal. Proof of Sales Tax and NTN numbers should also be provided.

7.3 Mode of Delivery and Address

Proposals shall be delivered by hand, any postal service, courier etc. so as to reach the address given below by the last date and time indicated for submission of bids. **PROPOSALS RECEIVED BY FAX OR EMAIL WILL NOT BE ACCEPTED.**

Assistant Director (Administration)

Competition Commission of Pakistan

9th Floor South, ISE Towers 55-B, Jinnah Avenue, Islamabad, Pakistan

Phone: 92-51-9100260-3, Fax: 92-51-9100251

FORMAT FOR TECHNICAL PROPOSAL

**COMPETITION COMMISSION OF PAKISTAN
GOVERNMENT OF PAKISTAN**

Date: _____

To:

Competition Commission of Pakistan,
9th Floor South, ISE Towers 55-B, Jinnah Avenue,
Islamabad, Pakistan.

Dear Sir,

Having examined the RFP including attached documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to deliver, support and maintain {Branded laptops and printers} in full conformity with the said RFP including attached documents.

We undertake, if invited by you to do so, to attend a Clarification Meeting at our own expense and at a place of your choosing. We undertake, if our bid is accepted, to supply the systems in accordance with the schedule specified in our bid.

We agree to abide by this Bid for a period of {number of days} from the date fixed for Bid submission, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We confirm that the information provided by us in this form is true, correct and it is open to verification by CCP or their legally appointed representatives.

Company Name: _____

Address: _____

City: _____ Province: _____ Postcode: _____

Phone: _____ Fax: _____ E-mail: _____

Dated this _____ day of _____ 2019.

Key Personnel Information

S.No.	Name	Designation	Email	Mobile
1.				
2.				
3.				
4.				
5.				

List of Clients

S. No.	Name of client	Contact No., email, And address of client
i.		
ii.		
iii.		
iv.		
v.		

S. No.	Description	Specifications	Remarks
1			
2			

 Signature, duly authorized to bid and sign
 for and on behalf of

ANNEXURE-B

FORMAT FOR FINANCIAL PROPOSAL

Sr. No.	Item	Quantity	Unit Price	GST	Unit Price with GST	Total Cost (including GST)
i.	Branded laptop	15				
ii.	Branded laptop	12				
iii.	Printers	08				
		Total				

Note: Responding organizations are welcome to add any other charges, which they feel necessary and are not covered in the financial proposal. But they should provide detailed justifications of adding those charges in the technical proposal.