

Request for Proposal (RFP)

For

Procurement of Hardware



Competition Commission of Pakistan

Government of Pakistan

www.cc.gov.pk

September 2011

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 Two (2) 15 KVA UPS, Twenty (20) DELL Latitude D530 Laptop Batteries, Three (03) Branded Workstation Computers and Two (02) Branded Laptops.

2. Timelines

- Publication of Tender : 11th September, 2011
- Bids submission deadline : 26th September, 2011
- Opening of Technical Proposals : 26th September, 2011

3. Scope of Work

The proposed work is procurement, installation and configuration of the hardware which is divided into following **four categories**:

- I. Provision of UPS.**
- II. Provision of DELL Latitude D530 Laptop Battery.**
- III. Provision of Branded Workstation Computers.**
- IV. Provision of Branded Laptops.**

Responding Organizations are allowed to bid for any of the above mentioned categories. Responding Organizations may bid for more than one category, however, preference will be given to those bids/ROs which will cover all the four categories. Responding organizations are requested to clearly mention the categories, they are bidding for, on the main envelop of technical and financial proposals. Evaluation will be done separately for each category. Bidding for a few items within a category (i.e. not covering all items in a category) is strictly prohibited.

Competition Commission of Pakistan reserves the right of awarding the tender for one or more items in a category, after opening of financial proposals.

Training: Responding Organisation (RO) should be responsible for providing comprehensive training on all quoted Hardware items from Principal to the staff nominated by CCP.

4. Implementation & Payment Schedule

	Milestone	Time Period	Payment
1.	Signing of contract	After Issuance of LOI	10 % (Against Bank Guarantee)
2.	Supply of Hardware	One week from date of signing of contract	70%
3.	Installation and Configuration of Hardware	One week from Supply of Hardware	10%
4.	Successful testing and acceptance	Two weeks from installation and configuration of Hardware	10%
5.	End of performance Guarantee	Performance Guarantee will have to be provided to cover the warranty period of the hardware which will be two years from the date of successful testing and acceptance.	Release of Performance Guarantee

5. Compliance to Specifications

The responding Organization quote for the items listed having detailed specifications as mentioned below. Responding Organization should not propose any kind of refurbished/ End of Life Hardware equipment/components in their proposals. Responding Organization should provide variation in specifications (if any) in the following tabular form.

Sr. No.	Item Quoted (machine)	Requirement as per Annexure- A	Details of item quoted

RO should clearly indicate the duration of delivery of equipment after the award of contract

Following are the required items and their specifications,

- | | | |
|-----|-----------------------------------|---------|
| 5.1 | 15 KVA UPS | Qty: 02 |
| 5.2 | DELL Latitude D530 laptop Battery | Qty: 20 |
| 5.3 | Branded Workstation Computers | Qty: 03 |
| 5.4 | Branded Laptops | Qty: 02 |

Annexure-A

Following are the hardware specifications:

S.No.	Equipment	Specification	Quantity
1	UPS	UPS: 15KVA, / AROS / APC / MGE / or Equivalent/Better American / European Made. 3-Phase In/3-Phase Out True Online Double Conversation Pure Sine Wave Switching time : 0 ms Output Power Factor: 0.9 Backup Time at Full Load : 10 minutes Current Harmonic Distortion THDI : 3 % Redundant parallel up to : 6 units External Bypass with support for Redundancy SNMP Card for UPS Monitoring Environmental Sensor for Temperature & Humidity Monitoring 10 Year Design Life Battery Bank Installation/Commissioning/ Testing including Site Preparation (Turnkey Basis) 3 Years Onsite Warranty (All Parts including Battery Bank + Labor) Complete Solution (UPS, Battery Bank, Battery Cabinet, External Bypass, SNMP, Sensors, etc...) should be of same brand and American / European made.	02
2	Dell Laptop Battery	Dell Laptop Latitude D530 Battery having Original DELL monogram 1 Year Warranty	20
3	Branded Workstation Computer	Intel® Core™ i3 upto 2100 Processor (3.1GHz, 3M) Mini tower (MT) Intel Express Chipset (2x1) GB DDR3 SDRAM at 1333MHz Upto 500 GB SATA (7200 RPM) DVD-RW Upto 18.5" LED Integrated Gigabit Ethernet, Video accelerator card Original Keyboard & Mouse 3 Years Warranty (including parts + Labour) Genuine Licensed Windows® 7 Professional	3
4	Branded Laptops	Intel® Core™ i3 upto 2310M (2.10GHz, 3M cache) (2x1) GB DDR3 SDRAM at 1333MHz Mobile Intel Express Chipset Upto 500 GB SATA (7200 RPM) DVD-RW Integrated Gigabit Ethernet, WiFi 3 Years Warranty (including parts + Labour) Genuine Licensed Windows® 7 Professional Original Carrying Case	2

6 General Terms & Conditions

6.1 Bid Bond

A bid bond, 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 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)

The successful vendor shall be required to deposit in the form of a Bank Guarantee, a Performance Bond upon execution of the contract, a sum equivalent to ten percent (10%) of the contract value. The value of the performance bond will be reviewed on a monthly basis and will be adjusted to the value of the outstanding deliverables of the contract. This Bank Guarantee shall be issued by a scheduled bank operating in Pakistan and the value for the outstanding deliverables of the contract will remain valid until the final and formal termination of Contract by CCP (this includes the warranty period). The Government shall forfeit the Performance Bond if the responding organization breaches any of its obligations under the contract, including slippages in the committed schedules.

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 contract to be executed between CCP and the selected vendor will contain penalty clauses for delay in the implementation schedule given at section 4 as well as failure to comply with the provision of providing the required services during the post-approval phase.

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 Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Government. 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 OEM relationship and warranties

The responding organization should be authorized Partner, **FROM THE ORIGINAL MANUFACTURER** for the hardware and **FROM THE ORIGINAL MANUFACTURER** for licensed software in Pakistan. Responding Organization having Tier one, Gold, Silver or premier partnerships with the original Manufacturer and excellent brand repute internationally will be given preference in technical evaluation.

Original CDs of all licensed software should be provided. The programming Manuals, Services Manuals, User Manuals, Operating Manuals, Schematic Diagrams and Services Information must be supplied along with stores wherever applicable. 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.

The equipment supplied should be through verifiable distribution channel in Pakistan.

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 Government of Pakistan.

6.10 Contracting

The selected vendor will submit Contract, as per draft to be provided by CCP, within seven days of issuance of LOI.

6.11 Governing Law

This RFP and any contract executed pursuant to this RFP shall be governed by and construed in accordance with the laws of Pakistan. The Government of Pakistan and all responding organizations responding to this RFP and parties to any contract executed pursuant to this RFP shall submit to the exclusive jurisdiction to Courts at Islamabad.

6.12 Acceptance of Proposals

Financial Proposals of only technically qualified bidders (scoring more than 70% in detailed technical evaluation) 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 reserves the right not to accept the lowest or any proposal and to annul the bidding process without assigning any reason whatsoever.

6.13 Acceptance Criteria

Lowest financial proposal which meets the following technical requirement;

- Highest rating in evaluation to specifications/supply given at Annexure "A"
- OEM relationship as per clause 6.8

- Submission of Bid Bond as per clause 6.1
- RO must comply the clauses of 6.6, 6.7, 6.12, 6.14

6.14 Delivery Time

Delivery of the hardware should be completed within four weeks of signing of contract.

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

7th Floor South, ISE Towers 55-B, Jinnah Avenue, Islamabad, Pakistan.

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

ksaeed@cc.gov.pk

7.2 Submission of Proposal

The complete proposals including technical and financial must be submitted by 1500 hours on 26th September, 2011 at the address given at 7.1 above. Technical proposals submitted against the subject RFP will be opened on the same date i.e. 26th September, 2011 at 1530 hours.

The responding organization shall deliver four copies of technical and financial proposal, mentioned one copy as Master and three as Copy. Format for submission of Technical and Financial Proposals is given below in subject RFP.

The Bank Draft for Bid Bond to be enclosed in a separate envelope, labelled as "Bank Draft (Bid Bond)", and which should be sealed. Please ensure that bid Bond should not be in envelop of proposal, it should be in a separate envelop. **Proof of Sales Tax and NTN numbers should also be provided.**

7.3 Mode of Delivery and Address

Proposals shall be delivered by hand or courier so as to reach the address given at section 7.1 by the last date and time indicated for submission. **PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**

FORMAT FOR TECHNICAL PROPOSAL
COMPETITION COMMISSION OF PAKISTAN
GOVERNMENT OF PAKISTAN

Date: _____

To:

Competition Commission of Pakistan,
7th 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 produce, deliver, install, support and maintain {Branded Hardware} 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 install 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: _____

Sub-title (Division of subsidiary of) _____

Address: _____

City: _____ Province: _____ Postcode: _____

Phone: _____ Fax: _____ Telex: _____

E-mail: _____ www: _____

No. of Employees: _____ Year Established _____

Corporate Status:

- Public Limited Company Private Limited Company Registered firm
 Proprietorship Branch office of Foreign Company Other

Dated this _____ day of _____ 2011.

{Signature} {In the capacity of}

Duly authorized to bid and sign for and on behalf of

Key Personnel Information

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

Information Islamabad Office

Branch: _____
Address: _____
City: _____ Province: _____ Postcode: _____
Phone: _____ Fax: _____ Telex: _____

E-mail: _____
Contact Name: _____ Position: _____

Branch (s)

Branch: _____
Address: _____
City: _____ Province: _____ Postcode: _____
Phone: _____ Fax: _____ Telex: _____
E-mail: _____
Contact Name: _____ Position: _____

Attach list for additional branches.

Brief Company Profile

List of Clients / Projects

S.No	Client (Contact person) with current address including e-mail & website:	H/W and S/W platform	Application Details
1.			
2.			
3.			
4.			
5.			

Attach list for additional branches.

ANNEXURE-B

FORMAT FOR FINANCIAL PROPOSAL

C.N.	Item	Qty	Unit Cost (Rs.) (without G.S.T)	G.S.T. (Rs.) on Unit	Unit Cost (Rs.) (including G.S.T)	Total Cost (Rs.) (including G.S.T)
1.	15 KVA UPS	2				
2.	DELL Latitude D530 Laptop Battery	20				
3.	Branded Workstation Computer	03				
4.	Branded Laptop	02				
	Grand Total Cost (Rs.)					

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.