

## TENDER NOTICE



# PROCUREMENT OF I T RELATED ITEMS

## COMPETITION COMMISSION OF PAKISTAN GOVERNMENT OF PAKISTAN

Competition Commission of Pakistan invites separate sealed bids from authorized distributors/resellers, having valid Sales Tax Registration and National Tax Numbers, for supply of five Branded Desktop Computer Systems, thirty Branded Laptops and ten Laser Jet Printers (Duplex/ Network).

- 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 1<sup>st</sup> August, **2016** upto **1500 hrs**. Technical Proposal of the bids submitted, will be opened on the same date at **1530 hrs**.
- 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](http://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](http://www.ppra.gov.pk).
- All queries relating to **RFP** should be faxed or mailed to undersigned at least 3 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.

-sd-

**Director (Admn)**

**9<sup>th</sup> Floor South, ISE Towers 55-B, Jinnah Avenue, ISLAMABAD**

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

**E-mail: [sdhussain@cc.gov.pk](mailto:sdhussain@cc.gov.pk) Website: [www.cc.gov.pk](http://www.cc.gov.pk)**

# **Request for Proposal (RFP)**

**For**

**Procurement of Hardware**



**Competition Commission of Pakistan**

**Government of Pakistan**

[www.cc.gov.pk](http://www.cc.gov.pk)

**July, 2016**

## 1. Description of Work

Competition Commission of Pakistan (CCP) invites separate sealed bids from authorized distributors/vendors having valid Sales Tax Registration and National Tax Numbers for supply of branded Desktops, Branded Laptops and Branded Laser Jet Printers (Duplex/ Network).

## 2. Timelines

- Publication of Tender : 13 July, 2016
- Bids submission deadline : 1<sup>st</sup> August, 2016 upto 15 hours
- Opening of Technical Proposals : 1<sup>st</sup> August, 2016 at 1530 hours

## 3. Scope of Work

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

- I. Provision of Branded Desktop Computer Systems.**
- II. Provision of Branded Laptops.**
- III. Provision of Laser Jet Printers (Duplex/ Network).**

Responding Organizations/ Suppliers/ Vendors are allowed to bid for any of the above mentioned categories. Responding Organizations may bid for more than one category. 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.

Competition Commission of Pakistan reserves the right of awarding the tender for one or more items of any required quantities after opening of financial proposals.

**Training:** Responding Organisation (RO) shall be responsible for providing comprehensive training (if required) 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	Two to Four weeks from date of signing of contract or earlier.	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 one year 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.	Items Quoted	Requirement as per Annexure- A	Details of items 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 Branded Desktop Computer Systems: Qty: 05**

**5.2 Branded Laptops: Qty: 30**

**5.3 Laser Printers (Duplex/Internet): Qty: 10**

Following are the hardware specifications:

S#	Equipment	Description	
1.	Branded Desktop Computer Systems	<b>Features</b>	<b>Specifications</b>
		Processor	6 <sup>th</sup> Generation Intel ( R ) Core™ i5
		Memory	4 GB RAM
		HDD	500 GB
		DVD ±RW	
		Multimedia (Built in)	5 in 1 Card Reader (SD, SDXC,SDHC, MMC, MMC+)
		Input Device Options	Keyboard & Mouse
		Display	17"
		LAN Card + Wireless Card	
		Operating System	Window 8 Professional
		Required Quantity	05
2.	Branded Laptops	<b>Features</b>	<b>Specifications</b>
		Processor	6 <sup>th</sup> Generation Intel® Core™ i7
		Memory	4 GB RAM
		HDD	500 GB
		DVD ±RW	
		Display	15.6 inch
		Speakers, Microphones	
		Camera	
		Wireless	Wireless 1830 3x3 802.11 ac + Bluetooth 4.1
		Operating System	Windows 8. Professional
		Carrying Case	Original
Required Quantity	30		

S#	Equipment	Description	
03	Laser Jet Printers (Duplex/Net Work)	<b>Features</b>	<b>Specifications</b>
		First page out (ready) black	As fast as 5.6 sec
		Print Technology	Laser
		Display	2 – line backlit LCD graphic display
		Processor Speed	1200 MHz
		Number of print cartridges	1 (black)
		Paper trays, standard	2
		Paper trays, maximum	3
		Mobile Printing Capability	ePrint, Apple AirPrint™, Morpria-certified, Google Cloud Print 2.0, Mobile Apps
		Connectivity, Standard	1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network
		Network ready	Standard (built-in Gigabit Ethernet)
		Ports	1 Hi-Speed USB 2.0; 1 Host USB; 1 Gigabit Ethernet 10/100/1000T network
		<b>Required Quantity</b>	<b>10</b>

## **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.

### **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). Competition Commission of Pakistan 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 an agreed rate, 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 Competition Commission of Pakistan. 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 the firm(s) Sales Tax Registration Certificate and National Tax Number.

## **6.8 OEM relationship and warranties**

The responding organization should be authorized Partner/Reseller/ distributor, for the hardware and licensed software in Pakistan. Responding Organization having Tier one, Gold, Silver or premier partnerships with the original Manufacturer will be given preference in final evaluation.

All hardware equipment should have **one year comprehensive on site warranty including parts and labour**. Original CDs of all licensed software should be provided.

Selected vendor will provide maintenance/support service, after expiry of warranty, for each product at an agreed rate, if desired by CCP.

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

In case of forensic kits/ softwares authorization from Reseller/ Distributer of original software manufacturer will be given preference.

## **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 Competition Commission 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. In case of non-submission in the given date the LOI will be cancelled and issued to the runner up bidder.

## **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 Competition Commission 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 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.

## **6.13 Acceptance Criteria**

Lowest financial proposal which meets the following technical requirement;

- Compliance 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 Two to Four weeks of signing of contract.

## 7 INSTRUCTIONS FOR RESPONDING ORGANIZATIONS

### 7.1 Communication

Enquiries regarding this RFP shall be submitted in writing, 3 days before opening of technical proposals to:

Director (Admn)

Competition Commission of Pakistan

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

Phone: (+92) 51-9100260-3 | | Fax: (+92) 51-9100251

Email: [sdhussain@cc.gov.pk](mailto:sdhussain@cc.gov.pk)

### 7.2 Submission of Proposal

The complete proposals including technical and financial must be submitted by 1500 hours on Bids Submission deadline given at 2 above at the address given at 7.1 above. Technical proposals submitted against the subject RFP will be opened on the date of Opening of Technical Proposals given at 2 above at 1530 hours. Financial proposals of only those bidders will be opened whose technical proposals will be accepted. Date of opening the financial proposals will be intimated after evaluation and approval of technical proposals.

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

The Bank Draft, etc for Bid Bond are 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 Authorised Distributor (where applicable), 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,  
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 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 RFP.

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.

Business 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 \_\_\_\_\_ 2016.

\_\_\_\_\_  
{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**

(In case the Responding Organization has its office in Islamabad)

Business Name: _____
Address: _____
_____
Phone: _____ Fax: _____ Telex: _____
E-mail: _____
Contact Name: _____ Position: _____



## 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.			

**Format for Financial Proposal**

**Category I: Provision of Branded Desktop Computer Systems**

S.N.	Item	Qty	Unit Price without TAX (Rs.)	TAX (Rs.)	Total Amount (Rs.)
1.	Branded Desktop Computer Systems as per given specifications	05			
	<b>Total</b>	05			

**Category II: Provision of Branded Laptops**

S.N.	Item	Qty	Unit Price without TAX (Rs.)	TAX (Rs.)	Total Amount (Rs.)
1.	Branded Laptops as per given specifications	30			
	<b>Total</b>	30			

**Category III: Provision of Laser Jet Printers (Duplex/ Network)**

S.N.	Item	Qty	Unit Price without TAX (Rs.)	TAX (Rs.)	Total Amount (Rs.)
	Laser Jet Printers (Duplex/ Network) as per given specifications	10			
	<b>Total</b>	10			

**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.