

# **Request for Proposal (RFP)**

**For**

**Procurement of Hardware**



## **Competition Commission of Pakistan**

**Government of Pakistan**

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

**May 2009**

## 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 branded hardware.

## 2. Timelines

- Publication of Tender : 21<sup>st</sup> May, 2009
- Bids submission deadline : 8<sup>th</sup> June, 2009
- Opening of Technical Proposals : 8<sup>th</sup> June, 2009

## 3. Scope of Work

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

- I. Provision of Branded Desktop Computer Systems.**
- II. Provision of Branded Laptops / Notebooks.**

Responding Organizations 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. 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 three 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 Branded Desktop Computer Systems Qty: 6**

**5.2 Branded Laptops / Notebooks Qty: 4**

**Following are the hardware specifications:**

| <b>S#</b>                | <b>Equipment</b>                        | <b>Description</b>      |   |
|--------------------------|---|-------------------------|---|
| <b>1.</b>                | <b>Branded Desktop Computer Systems</b> | <b>Features</b>         | <b>Specifications</b>   |
|                          |   | <b>Processor</b>        | Intel(R) Core(TM) 2 Duo (2.4GHz) 4MB L2 Cache                                   |
|                          |   | <b>Memory</b>           | 2 GB (2x1 GB) Dual Channel DDR2 RAM   |
|                          |   | <b>Internal HDDs</b>    | 250 GB SATA (7200 RPM) Hard Drive   |
|                          |   | <b>DVD ROM</b>          | DVD ROM   |
|                          |   | <b>NIC</b>              | Integrated Gigabit 10/100/1000 LAN Card   |
|                          |   | <b>Display</b>          | 17" LCD XGA / TFT /CSV  |
|                          |   | <b>Keyboard</b>         | Standard  |
|                          |   | <b>Mouse</b>            | Optical 3D Scroll button with Mouse pad   |
|                          |   | <b>Sound</b>            | High Definition Audio (on board)  |
|                          |   | <b>VGA</b>              | Best Graphics Media Accelerator   |
|                          |   | <b>USB Ports</b>        | 9 USB Ports (minimum)   |
|                          |   | <b>Speaker</b>          | Built-in  |
|                          |   | <b>Operating System</b> | Microsoft® Windows Vista Business plus all the software included in the package |
| <b>Required Quantity</b> | <b>6</b>                                |                         |   |

| S#                       | Equipment   | Description                      |   |
|--------------------------|---|----------------------------------|---|
| 2.                       | Branded Laptops / Notebooks   | <b>Features</b>                  | <b>Specifications</b>   |
|                          |   | <b>Processor</b>                 | Intel(R) Core(TM) 2 Duo (2.26GHz) 3MB Cache                       |
|                          |   | <b>Memory</b>                    | 2 GB (2x1 GB)   |
|                          |   | <b>Internal HDDs</b>             | 250 GB SATA (7200 RPM) Hard Drive                                 |
|                          |   | <b>Optical Drive</b>             | Super Multi Drive DVD-R/-RW                                       |
|                          |   | <b>Communication Wired</b>       | Gigabit + Ethernet LAN, 56 kbps Modem                             |
|                          |   | <b>Wireless LAN</b>              | Included  |
|                          |   | <b>Infrared</b>                  | Included  |
|                          |   | <b>Bluetooth</b>                 | Included  |
|                          |   | <b>Card Reader</b>               | Included  |
|                          |   | <b>Display</b>                   | 14.1" WXGA / TFT / CSV  |
|                          |   | <b>Graphics Card</b>             | Best Graphics Accelerator(preferable NVIDIA ® GeForce ® 9300M GS) |
|                          |   | <b>Camera Effective Pixels</b>   | 1280 * 1024   |
|                          |   | <b>Color Scheme (Preferable)</b> | White / Pink / Red  |
| <b>Operating System</b>  | Microsoft® Windows Vista Business Edition plus all the software included in the package |                                  |   |
| <b>Carrying Case</b>     | Original company, Leather /Nylon  |                                  |   |
| <b>Required Quantity</b> | 4   |                                  |   |

## **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). 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 will be given preference in final evaluation.

All hardware equipment should have **three years 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 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;

- 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 one week 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:

Joint Director (Admn/IT)

Competition Commission of Pakistan

4-C, G-5, Diplomatic Enclave via Shams Gate, Islamabad

Phone: 92-51-9247542, 92-51-9247553, Fax: 92-51-9247555

[ihaq@cc.gov.pk](mailto:ihaq@cc.gov.pk)

### 7.2 Submission of Proposal

The complete proposals including technical and financial must be submitted by 1500 hours on 8<sup>th</sup> June, 2009 at the address given at 7.1 above. Technical proposals submitted against the subject RFP will be opened on the same date i.e. 8<sup>th</sup> June, 2009 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,  
4-C, Diplomatic Enclave,  
G-5, Islamabad.

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 \_\_\_\_\_ 2009.

\_\_\_\_\_  
{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: _____        |





**FORMAT FOR FINANCIAL PROPOSAL**

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

| S.N. | Item                             | Qty | Unit Cost (Rs.) | Total Cost (Rs.) |
|------|----------------------------------|-----|-----------------|------------------|
| 1.   | Branded Desktop Computer Systems | 6   |                 |                  |
|      | <b>Total</b>                     | 6   |                 |                  |

**Category II: Provision of Branded Laptops / Notebooks**

| S.N. | Item                        | Qty | Unit Cost (Rs.) | Total Cost (Rs.) |
|------|-----------------------------|-----|-----------------|------------------|
| 1.   | Branded Laptops / Notebooks | 4   |                 |                  |
|      | <b>Total</b>                | 4   |                 |                  |

**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.