

**Invitation to Bids**  
**ITB No. 119**  
**Procurement of Laptops (Professional/Business Machines)**

Release Date: July 24, 2016

For: TDEA-DESP

Contractor: Trust for Democratic Education and Accountability (TDEA)

Funded by: DIFID

**1.0. Introduction**

The Trust for Democratic Education and Accountability (TDEA) was registered under the Trust Act 1882 in October 2008 to govern Free and Fair Election Network (FAFEN) which was established in 2006, and is a coalition of 42 leading civil society organizations, working to strengthen all forms of democratic accountabilities in Pakistan.

With its primary mandate to observe elections and seek reforms to improve the quality of elections, TDEA-FAFEN implement robust programs in-between elections related to monitoring parliamentary affairs, connecting constituents to their elected representatives, monitoring the performance of public and elected institutions and advocating governance reforms. FAFEN is also monitoring political and electoral violence, peace activities and promoting active citizenry through ongoing civic education activities across the country.

**2.0. Instructions to Offerors**

- I. **Offer Deadline:** Sealed Offers must be received no later than **4:00 PM PST** on Thursday **Date 28 July 2016** by post or by hand. All offers must be sent to the **CEO, TDEA Address Building No.1, Street 5 (Off Jasmine Road), G-7/2, Islamabad.** Please mark **ITB No.119 on the sealed Envelope.**
- II. **Specifications:**  
See section 3 technical specifications
- III. **Quotations:** Prices must be quoted on a lump-sum, all-inclusive basis (including: insurance, inspections, transportations, all taxes, **GST** etc.). Offers must remain valid for not less than 30 days after the offer deadline.
- IV. **Negotiations:** Best-offer quotations are requested. It is anticipated that awards will be made solely on the basis of these original quotations; however, TDEA reserves the right to conduct negotiations and/or request clarifications prior to awarding a contract.
- V. **Evaluation and Award:** Only those offers will be considered who meets or exceeds the requested specification. In judging the offers, the following criteria will be used with weights applied accordingly:
  - **Cost (80%)** — Based on the total cost presented in the proposal against the required Specifications

- **Delivery (20%)** — Based on the total no. of days of delivery time in the quotations against the required delivery time
- VI. Delivery:** The delivery terms are to deliver items ordered within **3 (Three days)** of order receipt. The delivery estimate presented in an offer in response to this ITB must be upheld in the performance of any resulting contract.
- VII. Invoicing:** Upon the acceptance of the contract deliverables described in Section 3, the Subcontractor shall submit an original GST invoice to the TDEA office, Islamabad for payment. The invoice shall be sent to the following address: **TDEA Address Building No.1, Street 5 (Off Jasmine Road), G-7/2, Islamabad.**

To constitute a proper invoice, the invoice must include the following information and/or attached documentation. This information will assist in making timely payments to the Company:

- Company legal name, NTN number, **GST** number, invoice date, and invoice number.
- Deliverable(s) number, description of approved deliverable(s), and corresponding fixed price(s).
  
- The TDEA office will pay the company invoice within thirty (30) business days after both
- TDEA approval of the company deliverables.
- TDEA receipt of the company invoice.

Payment will be made in Pakistani Rupees (PKR), paid to the account specified in the invoice, withholding Tax and GST will be deducted from the total amount as per Govt. Rule.

**3.0. Technical Specifications**

Section 3 contains the technical specifications and requirements of the commodities. Line items are broken down into individual technical specifications.

For each technical specification and requirement line item listed hereunder.

Laptops Specifications		Qty Required	Delivery Time
<b>Color</b>	Black/Silver	07 (Seven)	03 Days
<b>Machine Type</b>	Professional/Business		
<b>Processor</b>	6th Generation Intel® Core™ i7 (6M Cache, up to 3.5 GHz)		
<b>Memory1</b>	8GB DDR4		
<b>Display</b>	14 to 15.6 -inch FHD (1920x1080)		
<b>Hard Drive</b>	500 to 512GB		
<b>Battery</b>	Up to 12 working hours of battery life		
<b>Camera</b>	Widescreen HD (720p) webcam with dual array digital microphones		
<b>Wireless</b>	Yes		
<b>Ports</b>	HDMI		
	USB 3.0 with Power Share		
	Power In / Charging		
	3.1 USB Gen 2 (10Gbps)		
	VGA (Optional), Ethernet and USB		
<b>Slots</b>	SD Card Reader		
	Kensington Lock Slot		
<b>Touch Screen</b>	No		
<b>Keyboard</b>	backlit, Numeric keyboard		
<b>Operating System</b>	Windows 10 Pro 64 Bit		

**Note: Prices should be quoted with all applicable taxes.**

**4.0. Offer Summary**

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

GST No.: \_\_\_\_\_

NTN number: \_\_\_\_\_

Owner's name: \_\_\_\_\_

CNIC number: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Does the business have an active bank account? (Circle one)      YES      NO

**5.0. Letter of Submission**

*The following letter must be completed and submitted with your sealed quotation.*

To:      **Building No.1, Street 5 (Off Jasmine Road), G-7/2, Islamabad**

**Attention:**      CEO, TDEA

**Reference:**      ITB No. – 119

To Whom It May Concern:

I hereby present the enclosed proposal in response to the above-referenced ITB.

I hereby acknowledge and agree to all of the terms and conditions, special provisions, and instructions included in the above referenced ITB. I further certify that the business named below—as well as the business' principal officers and all commodities/services offered in response to this ITB—are eligible to participate in this procurement under the terms and conditions of this solicitation.

I certify the following: "The business named below, to the best of my current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts."

**The prices quoted in this offer are valid for 30 days.**

I hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete, to the best of my knowledge.

\_\_\_\_\_  
Business name

\_\_\_\_\_  
Name and title of authorized representative

\_\_\_\_\_  
CNIC Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date