

Invitation to Bid (ITB)
ITB No. 147

Laptops Core i5 and Software (Windows and MS Office)

Release Date: 05 Nov, 2017
For: TDEA
Contractor: Trust for Democratic Education and Accountability (TDEA)
Funded by: UNDP

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 54 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: Offers must be received no later than **11:00 AM PST on Monday, November 13, 2017** by post or by hand. All offers must be sent to following address:

Procurement Department
TDEA-FAFEN
Building No. 1, Street No. 5 (of Jasmine Road)
G-7/2, Islamabad.

Please mark ITB No. 0147 on the sealed Envelope.

Please Note, it is mandatory to fill section 4.0, 5.0 and submit with your Quotation.

For queries and questions please email to Imraan.ashraf@tdea.pk till November 08, 2017 at 11:30 am the answers will be uploaded on www.tdea.pk/rfq

II. Specifications: Section 3 contains the technical specifications/requirements.

III. Quotations: Prices must be quoted on a lump-sum, all-inclusive basis (including: insurance, inspections, transportations, taxes, etc). The quoted price should be **with all applicable taxes**. 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: The award will be made to a responsible offeror whose offer follows the ITB instructions, meets the source/origin/nationality requirements, and is judged to be the most advantageous in terms of the following evaluation criteria. Only those offers will be considered who meet or exceeds the requested specification. In judging the offers, the following criteria will be used with weights applied accordingly:

Procurement Unit, TDEA-FAFEN

- **Cost (70 Marks) — Based on total price offered.**
 - **Delivery (30 Marks) — Based on delivery time offered.**
- Total Marks: 100**

TDEA may (a) reject any or all bids, (b) accept other than the lowest cost bid, (c) accept more than one bid, (d) accept alternate bids, (e) accept part of the bid instead of whole and (f) waive informalities and minor irregularities in bids received.

VI. Terms and Conditions: Issuance of this ITB does not in any way obligate TDEA to award a purchase order, nor does it commit TDEA to pay for costs incurred in the preparation and submission of a proposal. This solicitation is subject to TDEA's standard terms and conditions. Any resultant award or lease will be governed by these terms and conditions.

VII. Invoicing: Upon the acceptance of the contract deliverables described in Section 3, the Subcontractor shall submit an original invoice to the TDEA office, Islamabad for payment. The invoice shall be sent to the following address: **Procurement Department, TDEA-FAFEN at Building No. 1, Street No. 5 (of Jasmine Road) G-7/2, Islamabad.**

VIII. Delivery: The delivery terms are to deliver items ordered within mentioned date. The delivery estimate presented in an offer in response to this ITB must be upheld in the performance of any resulting contract.

IX. Warranty: Warranty service and repair within the cooperating country is required for all commodities under this ITB. It is very important that these commodities be serviced with a well-established and capable local technology service provider. The technology service provider/local agent must be an official provider, authorized dealer, or certified service provider or reseller of the brand offered.

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:

1. Company legal name, NTN number, invoice date, and invoice number.
2. Deliverable(s) number, description of approved deliverable(s), and corresponding fixed price(s).
3. Bank account information to which payment shall be sent and method of payment.

The TDEA office will pay the company invoice within thirty (30) business days after both

- a) TDEA approval of the company deliverables.
- b) TDEA receipt of the company invoice.

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

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.

Software MS Windows & Office Licenses with Media Kit	Units Required	Price Per Unit with all Applicable Taxes	Total Price	Delivery Time after Confirm Order
Operating System MS Windows 10 Pro 64 bit OLP-NL (Licensed) with 2 Media Kits	17 (Seventeen)			
Office MS Office 2016 Pro 64 bit OLP-NL (Licensed) with 2 Media Kits	17 (Seventeen)			

Laptops Specifications		Units Required	Price Per Unit with all Applicable Taxes	Total Price	Delivery Time (in Days) after Confirm Order
Item	Specifications				
Brand	Dell or Equivalent	17 (Seventeen)			
Machine Type	Business				
Processor	Core i5 UPTO 2.5 GHz				
Memory	8GB				
Storage	1 TB				
Display	15.6''				
WLAN	Wi-Fi 802.11 ac				
Ports	USB				
	HDMI™				
	VGA				
Webcam / Microphone	720p HD webcam with single microphone				
Color	Black/Silver				
Standard Bag Packs for Laptop as Complementary					
Standard Warranty					

Note: quote should be included all applicable taxes and also attach authorized dealership, partners, distribution etc valid certificate/evidence with your quotation.

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

Attention: Procurement Department

Reference: ITB No. - 147

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 One Month.

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