

Invitation to Bid (ITB)
ITB No.279
New Laptops and Camera

Release Date: 20th October 2019
For: TDEA – WACTION II
Contractor: Trust for Democratic Education and Accountability (TDEA)
Funded by: The Kingdom of Netherland

1.0. Introduction

The Trust for Democratic Education and Accountability (TDEA) was established in October 2008, registered under the Trust Act 1882. One of the objectives of setting up the TDEA was meant to govern the Free and Fair Election Network (FAFEN), which was launched in 2006, and is a coalition of 54 leading civil society organizations. In order to promote and strengthen a democratic and just society that guarantees rights, respect and dignity of all individuals, TDEA strives to strengthen public accountabilities by enhancing capability of citizens' associations to work for civil liberties, improved governance, democracy and peace in Pakistan.

2.0. Instructions to Offerors

- I. **Offer Deadline:** Sealed Offers must be received no later than **1700 hrs. PST on Monday 28th, October 2019** by post or by hand. All offers must be sent to the Procurement Department at **TDEA Address Building No.1, Street 5 (Off Jasmine Road), G-7/2, and Islamabad**. Please mark **ITB No.279 on the sealed envelope.**

Please Note, it is mandatory to fill section 3.0, 4.0, 5.0 and submit with your Quotation.

Specifications

See section 3 technical specifications

- II. **Quotations:** Prices must be quoted on a lump-sum in PKR, all-inclusive basis (including: insurance, inspections, transportations, and all taxes, etc.) Offers must remain valid for not less than 30 days after the offer deadline.
- III. **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.
- IV. **Evaluation and Award:** 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 item wise accordingly.
 - **Cost item wise (100%)** — Based on the total cost presented item wise in the proposal against the required Specifications.

- V. **Delivery:** The delivery estimate presented in an offer in response to this ITB must be upheld in the performance of any resulting contract.
- VI. **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.**
- VII. **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:

- 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.

0.3 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.

S.No.	ITEM DESCRIPTION		Qty	Unit Rate with all taxes	Total Amount in PKR	Delivery Time (mention normal days)
1	Laptop brand	Lenovo ThinkPad or Equivalent	06			
	Processor	8th Gen Intel® Core™ i7				
	Display	14" FHD IPS antiglare (1920 x 1080)				
	Memory	8GB				
	Storage	500 to 512GB SSD				
	Graphics	Integrated Intel® graphics or better				
	Ports/Slots	2 x USB 3.1				
		USB 2.0				
HDMI						
Laptop Bag	Branded Backpack					
2	Windows	Windows 10 Pro 64 Bit OLP NL VLSC	06			
3	Office	MS Office 2016 Pro 64 Bit OLP NL VLSC	06			
4	Camera Type	DSLR	01			
	Total Pixel	24.1 Million				
	Image Size (pixels)	6000 x 4000 [L]				
		4496 x 3000 [M]				
		2992 x 2000 [S]				
	Media	SD (Secure Digital) and UHS-I compliant SDHC and SDXC memory cards.				
	Reflex mirror	Quick turn				
	Flash Sync Speed	X=1/200 s; synchronize with shutter at 1/200 s or slower				
	Range (ISO 100, f/1.4 lens, 20°C/68°F)	Matrix or center-weighted metering: 0 to 20 EV				
		Spot metering: 2 to 20 EV				
	Monitor	7.5-cm (3-in)				
	7.5-cm (3-in)	ISO 100 to 6400				
	Memory card	64 GB				
Lens	18-55 VR II Lens					
NOTE: Standard Warranty will be required for Laptops and Camera.						

0.4 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

Letter of Submission

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

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

Attention: Procurement Department

Reference: ITB - 279

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