



Invitation to Bids (ITB) ITB No. 312 Laptops

Release Date: September 18, 2020
For: TDEA-EQUIP
Contractor: Trust for Democratic Education and Accountability (TDEA)
Funded by: DRL

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 35 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 quotations must be received not later than **5:00 P.M. (PST) on September 25, 2020** by post/courier or by hand. All offers must be sent to the following address:

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

Please mark ITB No. 312 on the sealed envelopes.

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

For any queries, please email to imraan.ashraf@tdea.pk

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

III. Quotations: Prices must be quoted on a lump-sum basis in Pak Rupees (including: insurance, inspections, transportation, taxes, etc). The quoted price should be inclusive of all. Offers must remain valid for 30 days after the offer deadline.

IV. Negotiations: Best-offer quotations are requested. The awards will be made solely on the basis of the original quotations. TDEA, however, reserves the right to conduct negotiations and/or request clarifications prior to awarding the contract.

V. Evaluation and Award: Evaluation will be made separately of each item. The award will be made to a responsible offeror whose offer follows the ITB instructions, meets the requirements, and is judged to be the most advantageous in terms of the following evaluation criteria. Only those offers will be considered, which meet or exceed the given requirements. In judging the offers, the following criteria will be used in terms of weightage:

Cost:	80 Marks --- based on price is offered for each item.
Delivery:	20 Marks --- based on quoted delivery time in working days after order for each item.
Total	100 Marks

Disqualification:

Offers are liable to be rejected if:-

- a) A vendor quotes more than one brand/options against each item.
- b) Validity of offer is not quoted as required in quotation/documents.
- c) Any deviation from the General/Special /Technical Instructions.
- d) Offers are found conditional or incomplete in any respect.
- e) Offer received later than appointed/fixed date and time.
- f) Offers (Commercial/technical) containing non-initialed/unauthenticated amendments/ corrections/overwriting.
- g) If the offer is found to be based on cartel action in connivance with other sources/participants of the tender.
- h) Quotation without authorization letter/certificate for partner/dealer/distributor/supplier for the item/brand being quoted by a vendor
- i) Cost is quoted in other than Pak Rupees currency.

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/or (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 contractor shall submit an original invoice to the TDEA office, located in Islamabad for payment. The invoice shall be sent to the following address: Procurement Unit, TDEA, Building No. 1, Street No. 5 (off Jasmine Road) G-7/2, Islamabad.
- VIII. Delivery:** The delivery terms require to deliver the items ordered within the mentioned date(s) at TDEA, Building No. 1, Street No. 5 (off Jasmine Road) G-7/2, Islamabad. The delivery time committed in an offer in response to this ITB, must be upheld in the performance of any resulting contract.
- IX. Warranty:** Warranty service and repair is required for all commodities under this ITB, if applicable. 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 service 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's 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.

TDEA will pay the Company invoice within fifteen (15) business days through crossed cheque after

- a) TDEA's approval of the Company's deliverables.
- b) TDEA's receipt of the Company's invoice.

Payment will be made in Pakistani Rupees (PKR), paid to the account specified in the invoice, and Withholding Tax will be deducted from the total amount.

3.0 Technical Specifications

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

For each technical specification and requirement line item listed hereunder:

S#	Sepcifications		Units Required	Unit Price with all Taxes (PKR)	Total Price	Delivery Time (in working Days) after Confirm Order
1	Brand	Laptop – Lenovo or Equivalent	11			
	Machine Type	Business				
	Processor	Core i5 10th Generation				
	RAM	8GB (8GB x 1)				
	Storage	500-512 SSD				
	Screen Size	15 to 15.6 inch				
	Keyboard	Backlit				
	Ports	USB 3.1				
		USB 2.0				
		RJ 45				
HDMI						
Warranty	Standard 1 Year (Channel Local Warranty)					
Laptop bag	Backpack					
2	MS Windows	MS Windows 10 Professional 64bit Commercial VLSC Portal	11			
3	MS Office	MS Office Professional 2016 64 bit Academic VLSC Portal	11			

Note: Evaluation will be made separately of each item i.e. Laptop, MS Window and MS Office.



4.0. Offer Summary

Business name: _____

Address: _____

GST No.(if any): _____

NTN number: _____

Contact Person: _____

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

Attention: Procurement Department

Reference: ITB No. - 312

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, any material or financial support to banned outfits, 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

Contact Number

Signature

Date