
Invitation to Bids (ITB)

ITB No. 408

New Laptops

Release Date: September 26, 2023

For: TDEA

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. TDEA strives to strengthen public accountability by enhancing the capabilities of individuals 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 October 02, 2023** by post/courier or by hand. All offers must be sent to the following address:

Please mark **ITB No. 408 on the sealed envelopes.**

"ITB No. 408"

Procurement Unit

TDEA-FAFEN

**House No.40, Orchard Scheme, Orchard Road (Off Murree Road),
Margalla Town, Islamabad**

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

For any queries, please email to: procurement@tdea.pk

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

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

- IV. Negotiations:** Best-offer quotations will be entertained. 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:** Each item will be evaluated separately. The award will be made to the best offeror whose offer follows the ITB instructions, meets the requirements, and most suitable. Only those

offers will be considered, which meet or exceed the given requirements. The following criteria will be used in terms of weightage:

1. **Delivery Time Marks:** TDEA expects the goods/services to be delivered as soon as possible. Delivery time must be given in specific number of days rather than range in Section 3.
2. **Price 100 Marks:** TDEA expects the price(s) to be cost effective and reasonable as per current market rates. Bid(s) should be:
 - In Pak Rupees;
 - Inclusive of all taxes, duties, levies, insurance (if necessary), and freight, etc.

Disqualification:

Offers will be rejected if:-

- a) Offer received after the appointed/fixed date and time.
 - b) Any deviation from the General/Special /Technical Instructions.
 - c) Offers are found conditional or incomplete in any respect.
 - d) Offers (Commercial/technical) containing non-initialed/unauthenticated amendments/corrections/overwriting.
 - e) If the offer(s) is found to be based on cartel action in connivance with other sources/participants of the tender.
 - f) Firms with previous pending/outstanding projects/business and unsatisfactory performance with TDEA may not be considered for award of any further business.
 - g) Cost is quoted in other than Pakistani rupees.
3. Prospective vendors must be legally registered under Pakistani laws, possessing relevant license(s), permit(s) and government approvals necessary for performance of the work.

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, House No.40, Orchard Scheme, Orchard Road (Off Murree Road), Margalla Town, Islamabad.

VIII. Delivery: The delivery terms require to deliver the items ordered within the mentioned date(s) at TDEA, House No.40, Orchard Scheme, Orchard Road (Off Murree Road), Margalla Town, Islamabad. The delivery time given 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 the responsibility of the vendors to arrange service and repair of equipment delivered under warranty period upon TDEA request. 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.
- c) Written Acceptance of Goods, Services and Works, based on full compliance with ITB requirements

Payment will be made to vendor within 15 business days in Pakistani Rupees (PKR), paid to the account specified in the invoice, and Withholding Tax will be deducted from the total amount as per Government rules.

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. No.	Description	Qty Required	Unit Price with GST	Delivery Time
1	Model: Lenovo Thinkpad E15 Gen 4 or Equivalent Generation: Generation 12th Processor: Intel Core i7-1255U Ram: 8GB DDR4 Hard Disk: 512GB SSD NVMe Display: 15.6" FHD Others: Backlit Keyboard, Fingerprint, Backpack and Standard Accessories OS: Win 11 Pro 64bit with media kit, MS Office 2021 Pro with media kit Warranty: 1 year officially	03		



2	Model: Lenovo Thinkbook 15 G4 or Equivalent Generation: Generation 12 th Processor: Intel Core i5-1235U Ram: 8GB DDR4-3200 Hard Disk: 256GB SSD Display: 15.6" FHD Others: Backlit Keyboard, Fingerprint, Backpack and Standard Accessories OS: Win 11 Pro 64bit with media kit, MS Office 2021 Pro with media kit Warranty: 1 year officially	05		

4.0. Offer Summary

Business name: _____

Address: _____

GST No: _____

NTN number: _____

Contact Person: _____

Cell number: _____

Telephone: _____

Email Address: _____

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, House No.40, Orchard Scheme, Orchard Road (Off Murree Road), Margalla Town, Islamabad**

Attention: Procurement Unit

Reference: ITB No. - 408

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