

PUNJAB SKILLS DEVELOPMENT FUND

Tender Document

PROVISION OF LAPTOPS

APRIL 2021



Submission Date for Sealed Bids: on or before 03:00 PM, 27 APRIL 2021

21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore, Pakistan

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1) Invitation to Bids

Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan set up by the Government of Punjab (GoPb) in collaboration with Foreign, Commonwealth and Development Office (FCDO).

It plays a leadership role in skills training by collaborating with over 500+ training partners, including 200+ businesses across 10 sectors. PSDF delivers trainings in 2,400+ locations and 40% of its beneficiaries are women. PSDF also leads the National Accelerator on Closing the Skills Gap in Pakistan in partnership with the World Economic Forum.

2) Instruction to Bidders

The selection of Goods will be based on **Least Cost Selection Method** through **Single Stage Two Envelopes** bidding procedure.

- a) The bid shall be a single package consisting of two separate envelopes, containing separately financial and technical proposals. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”.
- b) In the first instance, the “Technical Proposal” shall be opened, and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of PSDF.
- c) PSDF shall evaluate Technical Proposal in a manner prescribed in section-09 given in the document, without reference to the price and condition shall reject any proposal which does not conform to specified requirements.
- d) During the technical evaluation, no amendments to Technical Proposal shall be permitted.
- e) After the evaluation and approval of the technical proposals, the fund shall open the financial proposals of the technically responsive bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the Bid validity period.
- f) The financial bids found technically non-responsive shall be returned un-opened to respective bidders.
- g) The Technical and Financial Proposal will be evaluated based on PSDF’s evaluation criteria as provided in section-09 and 10 of the document.
- h) This document has different sections carrying information on eligibility, technical evaluation, Scope of work, conditions of tender and form of contract, etc. to assist potential bidders to develop their Technical Proposals. Bidders those found eligible and qualify in technical evaluation will be short-listed for financial bid opening.
- i) Minimum passing marks are 65, a bidder who shall obtain a minimum of 65 marks or more shall be marked as technically qualified and shall be considered for financial bid opening.

3) Conditions for Eligibility

The bidders, fulfilling the following criteria, will be considered eligible for the bidding process.

1. Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of the Organization (Copy of Registration is required).
2. Should be an Active Taxpayer as per “Active Taxpayer List” of FBR (Proof Required)
3. Affidavit on stamp paper, declaring that the company is not blacklisted by any autonomous body/government/semi-government or any organization. (Original required)
4. Evidence of the bidding firm/company’s registration/Incorporation is required (Copy of certificate of incorporation/company registration certificate is required)
5. Joint venture of any kind is not allowed to participate in the bid. (Please provide a declaration on letterhead)
6. Bidder must provide authorized top-level partnership for Laptops (Tier 1/Gold partnership/Top Tier) of the manufacturer. (Copy of partnership letter is required)

If the bidder fails to provide information as per the above-mentioned or does not fulfill the requirement of, “Eligibility Criteria Checklist” (Annex B) shall be disqualified and declared ineligible from the bidding process and its technical evaluation will not be carried out.

Note (Please mark the supporting documents for Eligibility Criteria Checklist).

4) Scope of Work

1. Scope of work is attached in Annex-E.
2. PSDF technical department shall inspect and check the Laptops supplied at the time of the delivery.
3. PSDF shall sign off User Acceptance Certificates of all laptops, thereafter, payment shall be released.
4. Bidder will submit complete specifications of required Laptops with pictures in technical proposal for approval of PSDF.
5. Total quantity of Laptops is mention in **Annex – E**, however, PSDF can increase or decrease the quantity of required BOQ at the time of PO/signing the contract.

5) Condition for Contract /General Guidelines

The successful bidder shall agree to the following terms of references to provide goods to PSDF:

- a) PSDF reserves the right to award or not to award this contract, bidders who fail to submit complete and attach all the relevant documents shall be disqualified. No tender document shall be accepted, if not properly sealed, marked, signed, and stamped.
- b) PSDF shall be entered into a formal contract with the successful bidder only and reserves the right to terminate the contract if the performance of the Bidder is unsatisfactory.
- c) Bidders to ensure that their bid documents are submitted before the closing time and date of the tender. **Bids received after closing time and date will NOT be considered.**
- d) All documents and information received by PSDF from bidders will be treated in the strictest confidence. Documents submitted to PSDF will not be returned.
- e) All expenses related to participation in this bidding document shall be borne by the bidder.
- f) Only short-listed bidders fulfilling the eligibility criteria will be considered for technical evaluation.
- g) Documents shall be submitted in hard copies in a sealed envelope marked as “PROPOSAL” as a hard copy in a sealed envelope for “**Provision of Laptops for PSDF**” The envelope containing separate hard copies of the technical and financial proposal shall be received at the postal address given below.

Procurement Department

Punjab Skills Development Fund, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore

E-mail: Procurement@psdf.org.pk Phone: +92-42-35752408-10, Fax: +92-42-35752190.

- h) PSDF reserves the right to request submission of additional information from applicants to clarify/further understand aspects of the technical proposal if required. PSDF also reserves the right to verify any information provided by the applicants.
- i) PSDF has the right to visit business premises to verify the information shared in tender documents. Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.
- j) **Questions about this bidding document can be made only in writing through a letter or E-mail: at Procurement@psdf.org.pk and must be asked before COB April 20, 2021.**

Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible.

6) Form of Contract

- a. The successful bidder shall sign and execute the standard contract of PSDF including any general conditions on the terms and conditions specified therein. Any amendment to the standard contract shall be made with the mutual consent of both parties.
- b. The successful bidder will sign a contract and will provide the agreed goods within the stipulated agreed time of issuance of the Purchase Order.
- c. The duration of the contract shall be 4-years.
- d. If PSDF cancels the contract during the contract period, a notice period of 1 month will apply.
- e. In case of any dispute regarding goods & services, the decision of the PSDF shall be final & binding.
- f. The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.
- g. All taxes will be deducted in accordance with the applicable laws.
- h. The bid shall remain valid for the period of 90 **days** from the date of bid opening.

7) Form of Bid

The Bidders shall follow the Form of Bid specified in Annex F.

8) Delivery Timelines or Completion Date

Unless agreed otherwise, Laptops shall be provided from 4 weeks from the date of execution of the contract and issuance of Purchase Order (PO).

9) Technical Evaluation Criteria

This document is governed by the procedure approved by PSDF management. The technical proposal of eligible organizations will be evaluated against requirements specified in the "Annex – D".

10) Performance Security

- a) Successful bidder will submit a performance guarantee (or any other form of performance security acceptable to PSDF) of 2% of contract value at the time of signing the contract which will be returned after completion of contract.
- b) Any delay in delivery of Goods/Services as per agreed time frame will be subject to a penalty @1% per day, up to maximum 10% of the total contract value.

11) Financial Evaluation Criteria

The Financial Proposals of only eligible bidders with technically qualified specifications will be opened in the presence of all the bidders. All bids shall be opened publicly in the presence of bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding, and the person designated for PSDF shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening. Please provide information regarding Financials in Annex – F”.

12) Submission of Bids (Technical and Financial Proposal): -

Complete bid containing Technical and Financial proposal along with Bid Security, all required information and documentary evidence must be submitted before closing dated i.e.-April 27, 2021 at 03:00 PM-. Technical proposals will be publicly opened on the same day April 27, 2021 at 03:30 PM-in the presence of bidder’s representatives who wish to attend it. Bid Security of disqualified bidders will be returned after awarding the business to the successful bidder.

a. Bid Security

Bid Security of Rs. 10,000 (Ten Thousand) in the form of pay order or demand draft favouring Punjab Skills Development Fund shall be submitted along with the proposal. The Bid Security should be valid for a period not less than 6 months and must be enclosed with a financial bid.

b. Cover Letter for the Submission of Technical Proposal

A cover letter as specified in **Annex I** shall be submitted with the proposal.

Note: Please provide the required Information/Response to all Annex mentioned in this document and mark them while submitting the bid.

Annexures

Annex – A Organizational Information

Organization Information			
Sr. #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
	General / Punjab Sales Tax Number		
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
	Others (Please specify)		
6	Name and designation of 'Head of Organization'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Annex – B Eligibility Response Checklist

Eligibility Check List				
Sr. No	Eligibility Criteria Details	Response/Elaboration/ Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of the Organization.	(Copy of Registration is required)	<input type="checkbox"/>	<input type="checkbox"/>
2	Should be an Active Taxpayer as per “Active Taxpayer List” of FBR (Proof Required).	(Proof Required)	<input type="checkbox"/>	<input type="checkbox"/>
3	Affidavit on stamp paper, declaring that the company is not blacklisted by any autonomous body/government/semi-government or any organization.	(Original required)	<input type="checkbox"/>	<input type="checkbox"/>
4	Evidence of the bidding firm/company's registration/Incorporation is required	(Copy of certificate of incorporation/company registration certificate is required)	<input type="checkbox"/>	<input type="checkbox"/>
5	Joint venture of any kind is not allowed to participate in the bid.	(Please provide a declaration on letterhead)	<input type="checkbox"/>	<input type="checkbox"/>
6	Bidder must provide authorized top-level partnership for Laptops (Tier 1/Gold partnership/Top Tier) of the manufacturer.	(Copy of partnership letter is required)	<input type="checkbox"/>	<input type="checkbox"/>

Annex – C Relevant Experience

Relevant Experience		
Sr. #	Required Information	Response (Please provide exact information with organization name, location/s and duration) Provide data in sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
2	Start and end dates of providing Goods/Services (For example – Jan 2010 to September 2020)	i.
		ii.
		iii.
		iv.
3	Goods/Services provided to Number of companies/firms	i.
		ii.
		iii.
		iv.

Annex – D Technical Evaluation Criteria

Technical Evaluation Criteria				
S. No.	Descriptions	Total Points	Categorized Points	Remarks (Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded)
1	Relevant Experience	20		Documentary proof (copies of contract or Purchase Orders) should be furnished.
	Providing Laptops for more than 12 years		20	
	Providing Laptops for more than 10 years but less than or equal to 12 years		15	
	Providing Laptops for more than 7 years but less than or equal to 10 years		10	
2	Client Portfolio	20		Documentary proof (copies of contract or Purchase Orders) should be furnished.
	Worked with above 16 local/international.		20	
	Worked with more than 10 but less than or equal to 16 local/international		15	
	Worked with 6 but less than or equal to 10 local/international.		10	
3	The Firm/Company Support office in Lahore	20		Documentary details of the office address on company's letterhead
	Firm/Company Support office in Lahore		20	
	Firm/Company Support office anywhere in Pakistan		10	
4	Delivery Timelines	20		Confirmation on company's letterhead required
	Delivery within 4 weeks		20	
5	Financial Capability/Annual Turn Over/Sales/Revenue	20		Copy of 18-19/19-20 financial audit report done by ICAP/SBP
	If greater than Rs. 20 million		20	



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	If greater than Rs. 15 million but less than Rs. 20 million		10	registered auditing firm or Annual tax return of 18-19/19-20
Total Points Awarded		100		

- **Minimum passing marks for technical qualification are 65. Please mark/flag the supporting documents shared for technical qualification scoring.**
- **The Bidder must take 20 marks on S. No# 4 of technical evaluation criteria, if not fulfilling the Delivery Timelines i.e., 4 weeks shall be disqualified for further bidding process from the bidding process.**

Annex- E Scope of Work

BOQ	
(specifications mentioned below are bare minimum acceptable specifications bidder may bid for any improved or better specifications)	
ITEMS	DESCRIPTIONS
Processor	Intel® Core i7-1165G7 processor (Up to 4.7 GHz frequency with Intel® Turbo Boost Technology, 4 cores)
Cache	12 MB L3 cache
Chipset	Integrated with processor
Ram	8GB (1x8GB) DDR4 3200
Webcam	Integrated HD 720p DM Webcam
Display	14-inch FHD (1920x1080) Anti-Glare
Wireless Mouse	Wireless Mouse Laser 3-button from OEM or equivalent.
FingerPrint	YES
Hard disk	512GB PCIe NVMe Value Solid State Drive
Graphic	Intel® UHD Graphics
Ports/ Expansion Slots	1 x USB 3.1 Type-C® Gen 2 (Power delivery, DisplayPort 1.4) 3 x USB 3.1 Gen 1 (1 charging, 1 powered port) 1 x HDMI 1.4b 1 x RJ-45 1 Headphone/microphone combo jack 1 AC power 1 Micro SD Card Reader Supports SD, SDHC, SDXC
Connectivity	Intel 9560 ac 2x2 MU-MIMOnvP160MHz+BT5WW
OS	Win 10 Pro 64
Battery	Long Life 3-cell, 45 Wh Polymer
Warranty	4-years care-pack (details of warranty/care-pack is mentioned below)
Carrying Case	Nylon Backpack from OEM or equivalent.
Power Supply	45-Watt Smart nPFC RA AC Adapter
Weight	1.38kg or Less

Note:

- Complete Installation and configurations of BOQ mentioned in Annex-E with complete work shall be made by bidder no extra payment will be paid to the bidder.
- It is mandatory to comply with the above-mentioned specification, in case of non-compliance bidder shall be disqualified from the bidding process.
- However, the bidder can quote better specification.

Annex – F Financial Proposal

SR #	Description	Unit Price (PKR)	QTY	Total Price without Taxes (PKR)	Total Price Inclusive of all Taxes (PKR)
1	Laptops		26		
Grand Total					

- Business will be awarded based on Least Cost Selection Method

Delivery Timelines & Payment Terms:

- PSDF shall sign off the User Acceptance Certificate of all Laptops, thereafter, payment shall be released.
- All payment shall be made in 30 days after submission of UAT and Invoice.
- Unless agreed otherwise, Laptops shall be provided from 3-4 weeks from the date of execution of the contract and issuance of Purchase Order (PO).

Annex- H Declaration

Declaration

Kindly provide the declaration as per the format provided below at the end of the proposal.

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

Annex- I Cover Letter

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guidelines]

Re: Technical Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Goods for [Provision of Laptops for PSDF] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal including the required documents in a sealed envelope.

We assure that the solution provided does not contain any end of life or end of support item and completely complies with all the requirements mentioned in the Scope of work and Annex E. Our proposal may be rejected at any stage in case any item proposed is found to be falling under end of life or end of support by the principal on or before the date the submission of bid. In case any anomaly is found we can be disqualified in any stage of the evaluation.

Further, we assure that the quoted laptops are with a complete 4-years free parts, free replacement and free service. and we will execute the complete parts Provision and service closure within 3-5 business days, in case if any fix or parts Provision takes more than 5 business days, we will provide with backup notebook (equivalent specs or better).

Laptops are offered with 4-years warranty backed by the principle.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory: