

# **PUNJAB SKILLS DEVELOPMENT FUND**

## **PRE-QUALIFICATION DOCUMENT FOR**

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### **PROVISION OF DESKTOP COMPUTERS**

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**May 2025**



**Submission Date for Pre-Qualification Document: June 2, 2025, on or before 03:00 PM**

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

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## Contents

<b>1)</b>	<b>Background .....</b>	<b>2</b>
<b>2)</b>	<b>Invitation for Pre-Qualification .....</b>	<b>2</b>
<b>3)</b>	<b>Time Schedule for Submission of PQD Application .....</b>	<b>4</b>
<b>4)</b>	<b>Instruction &amp; Guidelines for Firm/Company .....</b>	<b>4</b>
<b>5)</b>	<b>SOW, Duties and Responsibilities of the Firm / Company.....</b>	<b>5</b>
<b>6)</b>	<b>Deliverables and Time Frame .....</b>	<b>7</b>
<b>7)</b>	<b>Evaluation/Selection Criteria.....</b>	<b>10</b>
<b>8)</b>	<b>Duration.....</b>	<b>10</b>
<b>9)</b>	<b>Annexures.....</b>	<b>11</b>
	Annex – A “Firm / Company Information” .....	11
	Annex – B “Eligibility Response Checklist” .....	12
	Annex – C “Technical Evaluation Criteria” .....	13
	Annex – D “Cover Letter for the Submission of prequalification application” .....	15
	Annex – E “Declaration of Correctness of Information” .....	16
	Annex – F “Affidavit for Non – Blacklisting” .....	17
	Annex – G “Manufacturer’s Authorization Form” .....	18

## 1) Background

Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan. PSDF was established in 2010 as a not-for-profit company set up under the Companies Ordinance 1984 (now Companies Act 2017) by the Government of Punjab (GoPb). PSDF is revolutionizing the TVET sector through its innovative initiatives for vocational and technical trainings ensuring an economically bright and sustainable future for poor and vulnerable youth of Punjab.

## 2) Invitation for Pre-Qualification

Sealed applications are invited from established applicants for “**Pre-Qualification for Provision of Desktop Computers**” (hereafter called as applicants) to PSDF. All interested and eligible applicants are requested to go through the Pre-Qualification document and provide relevant information along with supporting documents mentioned in this Pre-Qualification document and must be submitted online through EPADS portal of Punjab PPRA

<div style="display: flex; justify-content: space-between; align-items: center;">   </div> <div style="text-align: center; background-color: #444; color: white; padding: 5px; margin-top: 10px;"> <b>Pre-Qualification for Provision of Desktop Computers</b> </div>						
<p>Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan established in 2010 as a not-for-profit company by the Government of Punjab (GoPb).</p> <p>PSDF invites applications from tax registered firms / companies against the above-mentioned services. The interested firms / companies can obtain the Pre-Qualification Document containing all details and shortlisting criteria and terms &amp; conditions from <b>EPADS</b> Portal of Punjab PPRA (<a href="https://punjab.eprocure.gov.pk/#/auth/login">https://punjab.eprocure.gov.pk/#/auth/login</a>), PPRA website (<a href="http://www.ppra.punjab.gov.pk">www.ppra.punjab.gov.pk</a>), &amp; PSDF website (<a href="https://www.psdf.org.pk/">https://www.psdf.org.pk/</a>)</p>						
Sr. No.	Description	Procurement No.	Total Tenure of Contract	Applications Submission Deadline (Date & Time)	Applications Opening Date & Time	Estimated Cost
1	Pre-Qualification for Provision of Desktop Computers	92/PSDF/DC	<b>One (1) Year</b> (extendable till the period of warranty)	<b>June 2, 2025 on or before 03:00 PM</b>	<b>June 2, 2025 at 03:30 PM</b>	<b>PKR 300 Million</b>
<p><b>Important Information:</b></p> <ul style="list-style-type: none"> <li>Applications submitted only through EPADS Portal of Punjab PPRA shall be accepted while submission by other means shall be rejected. Late applications shall be rejected.</li> <li>The applications will be opened in the presence of the applicants' representatives who may choose to be present at the address below on the date and time stated above.</li> <li>In case of official holiday on the day of submission, next day will be treated as closing date (time of closing and opening of applications will remain the same).</li> <li>The Pre-Qualification procedure shall be governed strictly in accordance with the Punjab Procurement Regulatory Authority Rules 2014.</li> </ul>						
<p><b>Procurement Department, Punjab Skills Development Fund</b>                  21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore, Pakistan.                  UAN: 042-111-11-PSDF(7733)   Toll Free:0800-48627 (HUNAR)   Website: psdf.org.pk</p>						

**a) Eligibility Conditions**

- i. Evidence of the entity i.e., firm / company's registration / incorporation is required. (Please attach copy of certificate of incorporation / company registration certificate /Partnership Deed/ firm registration certificate.)
- ii. Must be an active taxpayer in Federal Board of Revenue (FBR). (Please attach active Taxpayer Evidence.)
- iii. Must be an Active Taxpayer as per "Active Taxpayer List" of General Sales Tax (GST) / Provincial Sales Tax (PST) where applicable. (Please attach proof to ascertain that the firm/company is on active list of General Sales Tax (GST) / Provincial Sales Tax (PST).)
- iv. Affidavit on stamp paper (duly attested by **oath commissioner/notary public**) as per the **Annexure - F** of the pre-qualification document, declaring that applicant is not blacklisted or debarred by the procuring agency. (Please attach copy of Affidavit attested by **oath commissioner/notary public** (as per the form **Annexure - F** of the Pre-Qual document) on stamp paper of not less than **Rs 300**, declaring that the applicant is not blacklisted or debarred by the procuring agency, and original affidavit must be delivered to PSDF office as per the mentioned address before the closing date and submission time of the application.)
- v. Firm/Company must provide authorized partnership letter/certificate from the **OEM / Principal - Tier 1/Gold/Platinum partnership**. (Copy of the **partnership letter/certificate** is required from the principal as a proof)
- vi. Firm/Company must provide **authorized letter for Desktop Computers** from the **Original Equipment Manufacturer (OEM)**. (Please attach **Manufacturer's Authorization Letter (MAL)** as per the **Annexure - G** as a proof)

**b) Other Necessary Information**

**i. Pre-Qualification Document**

The Interested firm / company can obtain Pre-Qualification Document containing all details, shortlisting criteria and terms & conditions, **EPADS Portal** of Punjab PPRA (<https://punjab.eprocure.gov.pk/#/auth/login>), **PPRA** website ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)), & **PSDF** website (<https://www.psdf.org.pk/>)

**ii. Acceptance or Rejection of Pre-Qualification Applications**

The competent authority may reject Pre-Qualification applications at any time prior to the issuance of Request for Proposal (RFP). The procuring agency shall upon request communicate to any interested firm / company the grounds for its rejection of application but shall not be required to justify those grounds.

### 3) Time Schedule for Submission of Pre-Qualification Applications

Complete Pre-Qualification Document for prequalification containing all required information & documentary evidence must be submitted on the EPADS portal before closing dated i.e., **June 2, 2025, at 03:00 PM**. Pre-Qualification applications shall be publicly opened on the same day **June 2, 2025, at 03:30 PM** in the presence of applicant's representatives who wish to attend it. Pre-Qualification applications submitted through EPADS shall be accepted, **whereas by hand/hard copies submission is not allowed and shall be rejected**.

Kindly fill the following necessary annexures required for the qualification criteria and attach the supporting documentary evidence as mentioned in each annexure:

Annex – A:	Firm / Company Information
Annex – B:	Eligibility Response Checklist
Annex – C:	Technical Evaluation Criteria
Annex – D:	Cover Letter for the Submission of Pre-Qualification Document
Annex – E:	Declaration of Correctness of Information
Annex – F:	Affidavit for Non – Blacklisting
Annex – G:	Manufacturer's Authorization Form

### 4) Instruction & Guidelines for the Firms / Companies

- a) PSDF wishes to shortlist the interested firms / companies through the Pre-Qualification document for prequalification process, and only short - listed firm(s) / company(s) will be invited to submit Technical and Financial Proposals through Request for Proposal (RFP). **Least Cost Based Method** will be adopted for the selection of firm/ company at RFP stage.
- b) All documents and information received by PSDF from applicants will be treated as strictly confidential.
- c) All expenses related to participation in this process shall be borne by the firm / company.
- d) Pre-Qualification applications received after closing time shall not be accepted and will be returned without opening.
- e) PSDF reserves the right to request submission of additional information from applicants to clarify/ further understand, if required.
- f) PSDF reserves the right to verify any information provided by prospective applicants. **False information will lead to disqualification from procurement process.**
- g) Joint venture of any kind is **not** allowed to participate in the application.
- h) PSDF will notify the short-listed firm(s) / company (s) (**found eligible and scoring minimum 65 marks in their technical evaluation**) and request for proposal (RFP) document will be issued to them accordingly.
- i) Pre-application meeting will be held on dated **May 22, 2025 on 11:00 AM**. Those applicants who are interested to participate through an online link can request by email, before **May 21, 2025 by 05:00 PM** so that the link could be shared with them. The PSDF's Procurement Team will address and guide the applicants regarding the submission of applications on EPADS portal along with the other queries (if any) or email at: **proc@psdf.org.pk**

- j) Any clarification requests may be made in writing through EPADS (<https://punjab.eprocure.gov.pk/#/auth/login>), by **May 26, 2025 before 6:00 Pm.**
- k) Although adequate thought has been given in the drafting of this document, errors such as typos may occur, for which the PSDF will not be responsible.

## 5) **Tentative Scope of Work (SOW) & Technical Specifications for Desktop Computers**

Scope of Work (SOW) & Technical Specifications provided are **tentative**. If there is any change in Scope of Work (SOW) & Technical Specifications, then final Scope of Work (SOW) & Technical Specifications will be shared at the time of Request for Proposal (RFP) stage.

### 5.1. Project Overview

This scope of work outlines the procurement of desktop computers with all accessories (Qty = 2,000) in a batch-wise under the CM initiative project “Empowering Women by Way of IT Training across Punjab”.

This initiative aims to create sustainable development pathways for women in rural communities. The expected outcomes include enhanced skills, improved household incomes, convenient market access for local products, and vibrant online networks that foster ongoing growth and collaboration.

### 5.2. Objectives

- Procurement of total 2000 desktop computers with all necessary hardware components & software.
- Ensure desktop computers and all accessories meet specified technical requirements mentioned in 5.10.- Tentative Technical Specifications
- Schedule delivery in manageable batches

### 5.3. Order Placement

- Orders will be issued according to business needs, either in multiple batches or as a single order. The specific order details will be confirmed during the RFP stage.

### 5.4. Branding

The branding shall be done only on CPU and Mouse Pad, the branding design shall be shared to the selected bidder by the PSDF.

#### a. CPU:

- Printing Method: UV Printing or Laser engraving and ensure that the engraving does not interfere with the functionality of the CPU.
- Color: Single color design

#### b. Mouse Pad:

- Printing Method: Ensure high-quality, vibrant four-color UV printing with resistance to wear and fading.
- Color: Four-color design

### 5.5. Vendor Managed Inventory

- The selected bidder will ensure the availability and delivery of desktop computers during the duration of contract. The selected bidder will keep the desktop computers along with all the accessories in stock and restock in its warehouse as & when required by PSDF at the distribution centers.

- The selected bidder will take care of supply replenishment based on present inventory thresholds, making sure there are always enough desktop computers accessible to avoid any delays. In order to guarantee on-time delivery, the selected bidder will also oversee the order fulfillment process by delivering desktop computers in batches.
- To guarantee that all desktops meet the agreed technical specifications, the selected bidder will conduct quality checks before delivery, ensuring that the desktops are ready for immediate use upon receipt.

#### 5.6. Delivery Plan Breakdown

- A total of 2,000 desktop computers along with accessories will be delivered. The goods shall be delivered at the distribution centers and shall be handed over to the authorized resource of PSDF.
- The selected bidder shall provide a periodic list throughout the fulfillment of the order. The report must include the following details: **Serial Numbers:** A list of the **serial numbers** (to be pasted to the edges of the CPU units)

#### 5.7. Warranty

The selected bidder shall be responsible for providing a minimum of 1-year standard warranty.

**Coverage:** Ensure the warranty covers hardware defects, including components like the motherboard, RAM and power supplies etc.

#### 5.8. Service Centers (SCs)

##### ○ Availability of SCs

The selected bidder shall be responsible to communicate the availability of SCs clearly and effectively. This communication should include:

- **Location Details:** Physical addresses of SCs.
- **Contact Information:** Phone numbers, email addresses of staff for inquiries at each SCs.

##### ○ Complaint Management System

The selected bidder shall provide a detailed description of complaint management system for items that require replacement/repair, and they also have to give the trainee a brochure outlining the procedure to communicate the issue with the selected bidder. The selected bidder will be accountable for efficiently liaising with PSDF team in order to arrange for the item to be collected for repair/replacement through the PSDF's logistics firm.

Complaint Management System may include Phone Call Lodging Procedure, Email Call Lodging Procedure, Follow Up Support & Service Calls, & Escalation Chart.

##### ○ Availability of Support Staff

The selected bidder must ensure that adequately trained support staff are available at SCs. This includes:

- **Staffing Levels:** Maintain an appropriate number of Supervisor & technicians to handle peak times and urgent requests in order to minimize trainees waiting times.
- To facilitate this process, the logistics firm of the Punjab Skills Development Fund (PSDF) will take on the crucial role of transporting items in need of repairs/replacements. The items requiring repair/replacement will be picked up directly from the trainee's address and delivered to the designated service center equipped to handle repairs/replacements swiftly and efficiently.
- Complete repair/replacement at service center will be done within **3-5 business days**.
- Once repairs/replacements are completed, the logistic firm will ensure that the items are returned to the trainees, thus closing the loop of the service cycle.

#### 5.9. Exclusions

During warranty period following shall be the exclusions:

- **User-Induced Damage:** Damage resulting from mishandling, accidental drops, spills, or unauthorized modifications.
- **Natural Disasters:** Damage from events such as floods, fires, or earthquakes.
- **Software Issues:** Exclude problems related to software installation, configuration, or third-party applications.
- **Neglect or Misuse:** Issues arising from improper use, lack of maintenance, or failure to follow operating guidelines.
- **Unauthorized Repairs:** Any repairs or modifications made by individuals not authorized by the manufacturer.

#### 5.9.1. Bill of Material (BOM)

The selected bidder will provide BOM along with the part prices for replacement/repair in the event of exclusions

#### 5.9.2. Installation

The installation of Desktop Computers and Accessories shall be the responsibility of the selected bidder. The selected bidder is required to handle the following installation:-

- **Delivery and Setup:** The selected bidder must deliver all Desktop Computers and Accessories in a "plug and play" format to the designated distribution centers for the trainees. Additionally, the selected bidder is required to provide a video or leaflet that includes an unboxing demonstration and a step-by-step guide for configuring the desktop/devices.
- **Software Installation:** The selected bidder is required to install necessary software, including operating systems, drivers, etc.
- **Network Configuration:** If the Desktop Computers and Accessories need to connect to a specific network (e.g., Wi-Fi or LAN), the selected bidder must configure these settings and ensure connectivity.



The detailed **Technical Specifications** of desktop computers with the with all necessary accessories is mentioned below:-

(**Note:-** The Tentative Technical Specifications for one (1) desktop unit will include the following quantity and total qty = 2,000 units.)

#### 5.10.Tentative Technical Specifications

Sr. No.	Item	Specifications
1.	Processor	Intel Corei3 13th Generation equivalent or better
2.	Chipset	Intel® H Series Chipset equivalent or better
3.	Memory	8Gb DDR4-3200 or equivalent
4.	Storage	256GB SSD or equivalent
5.	Chassis	Tower Case or All in one or equivalent
6.	Network Adapter	Built-in Gigabit Ethernet card
7.	Power supply	ECO friendly or equivalent
8.	Video Graphic Adapter	Integrated Intel® Graphics or equivalent
9.	Sound Card	Integrated
10.	Keyboard	USB Standard
11.	Mouse	USB Standard Optical Laser
12.	LED Screen	LED 18.5" or better
13.	Integrated I/O Interfaces	6 x USB Ports (USB 2.0/3.0/3.1) and HDMI/VGA Ports equivalent or better
14.	Operating System	Pre-Installed OEM Licensed Windows 10/11 home or equivalent
15.	Warranty	One (01) Year Standard Warranty

#### Accessories Specification

Sr. No.	Item	Specifications
1.	Over-Ear Headphones	a. Type: Over-Ear Headphones b. Connection: 3.5mm jack (TRRS or separate mic/audio jacks) c. Microphone: Yes, built-in mic
2.	Standard Mouse Pad	a. Surface Type: Smooth cloth surface for precision and speed b. Size: Standard (250mm x 200mm) c. Base: Non-slip rubber base d. Branding as per section – III Technical Specifications
3.	Power Extension	Standard Length 3 Meter 4 Sockets single core 1.5mm x1
4.	720p HD Webcam	a. Resolution: 720p HD b. Connection: USB 2.0 c. Focusing method: Auto focus d. Rotatable Design: Yes e. Plug & Play: Yes
5.	Power Cables*	Standard Length 1 Meter Compatible with PC x4
6.	VGA Cable	Standard Length 1 Meter Compatible with PC x1
7.	HDMI Cable	Standard Length 1 Meter Compatible with PC x1

#### Note:-

- If **Tower Case or equivalent PC** is quoted accessories of Sr. No. 1,2,3,4,5,6, & 7 are **mandatory**.

- If **all in one PC** is quoted accessories of Sr. No 1,2,3, & 5\* (Standard Length 1 Meter Compatible with PC x2) is **mandatory**. Camera should be built in for all-in-one PC.

#### Tentative Delivery Schedule

Number	Description	Quantity	Tentative Delivery schedule
1.	Desktop Computers with accessories specified in Tentative Technical Specifications	2,000	Batch-wise delivery within 6-10 weeks from the date of issuance of Purchase Order

#### 6) Evaluation/Selection Criteria

The evaluation criteria for applicants are given in **Annexure - B** (Eligibility Criteria) and **Annexure - C** (Technical Evaluation Criteria).

#### 7) Duration

The project duration will be **One (1) Year** (extendable till the period of warranty). The project will commence upon approval of the proposal and signing of an agreement between the firm / company and PSDF.

8) **Annexures**

**Annex – A “Firm / Company Information”**

Firm / company Profile			
Sr. No.	Required Information	Response	
1	Legal name of the Firm / Company		
2	Year of Registration / Establishment of the Firm / Company		
3	National Tax Number		
4	Core business area(s) of the Firm / Company		
5	What is the legal status of your organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Organization	Sector
		Section 42	
		Public Ltd.	
		Private Ltd.	
		Partnership Firm	
		Others (Please specify)	
6	Name and designation of 'Head of Firm / Company'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of Firm / Company:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

**Annex – B “Eligibility Response Checklist”**

Sr. No.	Necessary Eligibility Information	Response/Elaboration/Proof
1.	Evidence of the entity i.e., firm / company's registration / incorporation is required.	(Please attach copy of certificate of incorporation / company registration certificate / Partnership Deed / firm registration certificate.)
2.	Must be an active taxpayer in Federal Board of Revenue (FBR).	(Please attach active Taxpayer Evidence.)
3.	Must be an Active Taxpayer as per “Active Taxpayer List” of General Sales Tax (GST) / Provincial Sales Tax (PST) where applicable.	(Please attach proof to ascertain that the firm/company is on active list of General Sales Tax (GST) / Provincial Sales Tax (PST).)
4.	Affidavit on stamp paper (duly attested by <b>oath commissioner/notary public</b> ) as per the <b>Annexure - F</b> of the pre-qualification document, declaring that applicant is not blacklisted or debarred by the procuring agency.	(Please attach copy of Affidavit attested by <b>oath commissioner/notary public</b> (as per the form <b>Annexure - F</b> of the Pre-Qual document) on stamp paper of not less than <b>Rs 300</b> , declaring that the applicant is not blacklisted or debarred by the procuring agency, and original affidavit must be delivered to PSDF office as per the mentioned address before the closing date and submission time of the <b>application</b> .)
5.	Firm/Company must provide authorized partnership letter/certificate from the <b>OEM / Principal - Tier 1/Gold/Platinum partnership</b> .	(Copy of the <b>partnership letter/certificate</b> is required from the principal as a proof)
6.	Firm/Company must provide <b>authorized letter</b> for Desktop Computers from the <b>Original Equipment Manufacturer (OEM)</b> .	(Please attach <b>Manufacturer's Authorization Letter (MAL)</b> as per the <b>Annexure - G</b> as a proof)

### Annex – C “Technical Evaluation Criteria”

If the firm / company fails to provide information or does not fulfil the requirement as per **Annexure- B** (Eligibility Response Checklist), the firm / company shall be disqualified and declared ineligible from the Pre-Qualification process, and its technical evaluation shall not be carried out.

Sr. No.	Descriptions	Total Points	Category Points	Remarks (Attachment of relevant evidence in each case is mandatory. In case of non - compliance, no mark will be awarded)
<b>1.</b>	<b>Experience</b>	<b>20</b>		Documentary proof (copies of signed contracts or purchase orders or delivery challan) should be furnished.
	Experience of providing Desktops/Laptops Computers for more than 8 years		20	
	Experience of providing Desktop/Laptop Computers for more than 5 years but less than or equal to 8 years		15	If no valid attachment is provided, then no marks for this section will be awarded.
<b>2.</b>	<b>Financial Capability/Annual Turn Over/Sales/ Revenue</b>	<b>15</b>		Copy of financial audit reports & statements of 2022-23 / 2023-24 done by ICAP / SBP / ICMAP registered auditing firm (where applicable as per the law) or tax return of 2022-23 / 2023-24.
	Annual Turn Over/ Sales/ Revenue of more than or equal to PKR 450 million		15	
	Annual Turn Over/ Sales/ Revenue of more than or equal to PKR 350 million but less than PKR 450 million		10	If no valid attachment is provided, then no marks for this section will be awarded.
<b>3.</b>	<b>Value of the Assignment</b>	<b>10</b>		Provide documentary proof (copies of signed contracts or purchase orders or delivery challan) specifying the <b>value</b> of project.
	Experience of providing Desktop Computers in a <b>single order</b> of more than PKR 30 million to any organization		10	
	Experience of providing Desktop Computers in a <b>single order</b> of more than PKR 20 million but less than or equal to PKR 30 million to any organization		5	<b>Note:</b> please note that marks shall be awarded upon the provision of single project that meets the slabs' value

				<p>requirement.</p> <p>If no valid attachment is provided, then no marks for this section will be awarded.</p>
<b>4.</b>	<b>Service Centers (SCs)</b>	<b>15</b>		<p>Attach declaration on the letterhead of firm/company specifying the addresses of SCs at the proposed locations.</p>
	Availability of SCs for repair/replacement at each of the <b>following districts</b> of Punjab i.e., Lahore, Faisalabad, Multan, Bahawalpur, Gujranwala & Islamabad/Rawalpindi		15	
	Availability of SCs for repair/replacement in any of the <b>three (3)</b> districts of Punjab i.e., in Lahore, Faisalabad, Multan, Bahawalpur, Gujranwala & Islamabad/Rawalpindi		10	<p>If no valid attachment is provided, then no marks for this section will be awarded.</p>
<b>5.</b>	<b>Human Resource/Personnel (Support Metrics)</b>	<b>15</b>		<p>Attach the list of designated staff human resources, their names, designation, &amp; phone numbers of staff available on firm/company's letterhead.</p>
	Human Resource/Personnel (Support Metrics) of more than 20 resources serving as technical support staff		15	
	Human Resource/Personnel (Support Metrics) of more than 15 resources but less than or equal to 20 resources serving as technical support staff		10	<p>If no valid attachment is provided, then no marks for this section will be awarded.</p>
<b>6.</b>	<b>Managerial Capability</b>	<b>5</b>		<p>Attach detailed CVs specifying the qualification &amp; experience of project director in managing IT Equipment projects.</p>
	<p><b>Project Lead</b></p> <ul style="list-style-type: none"> <li>Bachelors or equivalent qualification having experience of more than 5 years in managing IT Equipment projects</li> <li>Bachelors or equivalent qualification having experience of more than 3 years but less than or equal to 5 in managing IT Equipment projects</li> </ul>		5	<p>If no valid attachment is provided, then no marks for this section will be awarded.</p>
<b>7.</b>	<b>Delivery Timelines</b>	<b>20</b>		<p>Confirmation on Letterhead to deliver of desktops with all required accessories in a single order or batch-wise within 6 to 10 weeks at the distribution centers from the date of issuance of</p>
	Delivery within 6 to 10 weeks		20	

				<p>Purchase Order is required.</p> <p>If no valid attachment is provided, then no marks for this section will be awarded.</p>
<b>Total Points Awarded</b>		<b>100</b>		

**Annex – D “Cover Letter for the Submission of prequalification application” (please provide letter on Firm / Company’s letterhead)**

[Date]

To  
Chief Executive Officer  
[Address mentioned in Data Sheet]

**Re:** Pre-Qualification for \_\_\_\_\_ [Insert title of assignment]

Dear Sir,

We offer to express our interest in conducting pre-qualification for [Insert title of assignment] in accordance with your Pre-Qualification dated [Insert Date of PQD advertised].

We hereby declare that all the information and statements made in this pre-qualification are true and accept that any misinterpretation contained therein may lead to our disqualification. Our application 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



**Annex – E “Declaration of Correctness of Information” (please provide declaration on firm / company’s letterhead)**

Kindly provide the declaration as per format provided below.

I, \_\_\_\_\_ hereby declare that:

- all the information provided in the Pre-Qualification Document is correct in all manners and respects.
- and I am duly authorized by the **Governing body/Board/Management** to submit this Pre-Qualification on behalf of "[Click here and type the name of organization]"

<b>Name</b>	
<b>Designation</b>	
<b>Signature</b>	
<b>Date and Place</b>	

**Note:** Please attach documentary proof for authorization by the governing body/board/management

**Annex – F “Affidavit for Non – Blacklisting”**

**[The Applicant shall attach original affidavit on non-judicial stamp paper duly attested by oath commissioner/notary public (not less than the value of PKR. 300) and declaring on oath that the Applicant]**

**Name:** \_\_\_\_\_  
(Applicant)

I, the undersigned, do hereby certify that all the statements made in the pre-qualification document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the *[name of Procuring Agency]* of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the *[name of Procuring Agency]*. The undersigned further affirms on behalf of the firm/Company that:

1. The firm/company is not currently blacklisted by the Procuring Agency.
2. The documents/photocopies provided with application are authentic. In case, any fake/bogus document was found at any stage, the firm/company shall be blacklisted as per Law/ Rules.
3. Affidavit for correctness of information.

*[Name of the Applicant]* undertakes to treat all information provided as confidential.

Name of Company of: \_\_\_\_\_  
Date: \_\_\_\_\_

**Note: Please attach the copy of the non-blacklisting on stamp paper on EPADS & send original before the submission deadline of PQD to PSDF Office.**

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Name & Designation of Authorized Representative of  
Firm / company Sign & Stamp

**Annex – G “Manufacturer’s Authorization Form” [To be signed and stamped by the Applicant]**

To: *[name of the Procuring Agency]*

WHEREAS *[name of the Manufacturer]*, who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]* do hereby authorize *[name and address of Agent]* to submit an application and subsequently negotiate and sign the Contract with you against for the above goods manufactured by us.

We hereby extend our full guarantee and warranty for the goods offered for supply by the above firm against this Pre-Qualification.

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***[Signature for and on behalf of Manufacturer]***

**Note:** This letter of authority should be on the **letterhead of the Manufacturer** and should be signed by a person competent and having the power of attorney to bind the **Manufacturer**. It should be included by the applicant in its application.