



Invitation for Bid (IFB)

Procurement of Laptops & Printers

The Centre for Peace and Development Initiatives (CPDI) is an independent, non-partisan and a not-for-profit civil society organization working on issues of peace and development in Pakistan. It is registered under section 42 of the Companies Ordinance, 1984 (XLVII of 1984). It was established in September 2003.

On behalf of Centre for Peace and Development Initiatives (CPDI) Pakistan, Sealed bids are invited from the registered firms/suppliers,

IFB No:	CPDI/01-2023
IFB Description:	Procurement of Laptops & Printers
IFB issued By:	Centre For Peace and Development Initiatives (CPDI)
Advertisement date:	20 th October 2023
Last date for proposal submission:	31 st October 2023

PART-I

INSTRUCTIONS TO BIDDERS

Introduction

General: The Purchaser invites Sealed Bids for the supply of Computer Laptops and printers to the CPDI office,

Eligible Bidders:

- Seller not provided and will not provide material support or resources to any individual or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.
- The bidder is not blacklisted by any government, semi government organization and/or by any international agency.

Cost of Bid:

The Bidder shall bear all costs associated with the preparation and submission of the Bid and CPDI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

Specifications of machines/goods:

Bidders should provide the following:

- a) Complete specifications: make, model, origin, and full technical information
- b) In case of a machine manufactured in one country and assembled in another country, clear information may be provided of the parts which are manufactured in the country of assembly.
- c) Complete set of necessary literature (catalogues/ brochures).
- d) The machine quoted is new in all respects and there is no 2nd hand/low quality materials or part/accessory in the machine.
- e) Equipment brand should be of a USA origin.

Price/Payment:

- a) Price should be quoted in Pak Rupees, including all taxes.
- b) All prices must include all taxes, transportation, loading and unloading charges, compulsory payments, levies and duties, including Sales Tax (if applicable).
- c) Payment will also be made in Pak Rupees after deduction of taxes (if applicable) within specified time mentioned in contract/purchase order,

d) No advance payment will be authorized.

- e) After shortlisting of Vendor, CPDI will apply for GST exemption certificate from Government as per contract of International Agency & Pakistani Government. Vendor has to provide Laptops & printers and proforma invoice for GST exemption after shortlisting. After-tax exemption certificate issuance from tax authorities' final invoice will be processed for payment. The payment process will take time from 30 to 90 days.

Company Profile and eligibility of bidder:

The Quotation package should comprise of following documents:

- Cover Letter
- The profile of the firm/ Company
- NTN certificate
- Good track-record and references from previous clients
- Authorized or registered dealer's certificate
- Financial Proposal
- Declaration from supplier mentioned on last page of this document (PART VII)

Contract: Fixed price contract.

- Issuance of this solicitation does not constitute an award commitment on the part of CPDI or does it commit to pay for any costs incurred in the preparation or submission of a quotation,
- **Fulfilling the requirement of this IFB document section PART III, IV and V is mandatory.**

Financial Quotation:

The Offeror should provide a financial budget in accordance to the quotation; The detailed budget should be made in Pakistani Rupees, inclusive of all applicable taxes and duties. **Prices must be valid for at least 60 calendar days from the last date of submission of Quotation.**

The Offeror are requested to submit a quotation directly responsive to the terms, conditions, specifications, and clauses of this invitation for bid (IFB). Quotation not conforming to this IFB may be categorized as unacceptable, thereby eliminating them from further consideration.

The Offeror are required to submit call deposit in shape of Pay order or Demand draft which should be 2% of the total offered price. The call deposit should be in name of CPDI. The Quotation without original call deposits will not be considered. Please also note that call deposit should be valid for at least bid validity period. The non selected vendors Pay orders or DDs will be returned after completion of process.

PART-II

SPECIAL TERM AND CONDITION

- **Delivery & Installation** shall be made within **7 days** after receipt of signed purchase order/contract. Extension in period of delivery can be given on reasonable grounds. All the expense incurred during the transportation and installation of main software in laptops will be the responsibility of supplier.
Delivery of laptops shall be made to CPDI office situated at Islamabad.
- **Liquidated Damages (LDs):** as liquidated damages, a sum equivalent to 1 percent of the delivered price of the delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods Purchase Order price. Once the maximum is reached, the purchaser may consider termination of the Purchase Order.
- CPDI reserves the right to amend this Invitation for Bids (IFB) upon written notice to bidders and/or through advertisement in newspapers or on official CPDI website.
- CPDI have the right to reject all or any bid, without assigning any reason.
- The suppliers must quote only one option for each item with its price and detailed specs. As per requirement.
- Tender committee reserves the right to increase or decrease the quantity, if required.
- The proposed contract is expected to be awarded tentatively in month of November 2023, after the solicitation and award process is completed by the Award Committee. Please note



that all procurement and delivery process is expected to be completed within minimum possible time.

- Supplier must not be engaging in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/bidding by multiple names/companies. If any bidder is found to be involved in such practices his/her bid may be rejected.
- The bidding will be conducted through competitive process,
- Organization reserves the right to accept or reject any part or entire tender without assigning any reasons.
- An agreement will be signed with successful bidder(s) for timely supply of appropriate quality items and method of payment.
- Bids shall be valid for a period of 60 days after the deadline of bid submission.
- Bids received after the deadline of the submission will be rejected,
- The bids must be properly sealed with company stamp,
- Unsealed bids or bids received through emails will be simply rejected.
- Sealed Bids must be delivered to the below mentioned office address on or before **1700 Hours on 31st of October 2023**. Late bids shall be rejected.

Contact Person: Procurement Unit

Name of Office: Centre for Peace and Development Initiatives (CPDI)

House # 13, Street # 788, Sector G-13/4, Islamabad

Telephone: 051-8312794-95

E-Mail: procurement@cpdi-pakistan.org

PART-III

TECHNICAL INFORMATION:

S#	Item & Description	Quantity	Unit	Unit Rate	Rate Including GST , Taxes
1	Branded Laptop <ul style="list-style-type: none"> • Processor Intel Core i7, 13th Generation • 3.2 Ghz or more processor speed • Memory 16 GB RAM or more, DDR4 • 512 GB SSD or more • Display 14” • Touch Screen • Genuine windows 11 Pro professional Operating system for lifetime (Sticker separate for each laptop) • MS Office 2021 PP license Key for lifetime (Sticker separate for each laptop) • Antivirus for at least 1 year with Carrying Case • At least one-year local warranty 	22	No		
2	<ul style="list-style-type: none"> • Laser Jet Printer (Black & White) • Processor: 266 MHz or more • Duty Cycle: up to 5000 or more pages • Feeding Capacity: 150 sheet or more input tray • Media Type: Paper, envelopes, labels, cardstock, transparencies, postcards • At least one-year local warranty 	4	No		

Delivery, Installation, Warranty & After Sale Service:

The bidder shall provide the following:

- a) Delivery and installation will be the responsibility of supplier at required,

- b) If any delivery and installation charges apply it should be mentioned in the quotation.
- c) Installation of operating systems in all machines will be the responsibility of supplier, and the selected supplier will hand over all laptops in working conditions.
- d) Warranty for a maximum possible period and free of cost after sale service during the period

PART-IV

Evaluation Criteria for Laptops & Printers

#	Selection Criteria	Maximum Score
1	Criteria	
1.1	Delivery Schedule	10
1.2	Warranty /After Sale Services	10
1.3	Technical evaluation	10
2	Financial Criteria	
2.1	Financial (Price): All prices must be quoted in PKR, inclusive of all applicable taxes and duties. Prices must be valid for 60 days from the last date of submission for proposal.	70
Total Maximum Score		100

Key Points in evaluation of Quotation:

- To assist in the evaluation of quotation, the Award Committee may, at its discretion, ask any applicant for a clarification of its quotation which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing. If applicant does not provide clarifications of the information requested by the date and time set in CPDI request for clarification, its quotation may be rejected,
- CPDI shall use all the factors, methods and criteria defined in the evaluation criteria to evaluate the bids of the Bidders and any specialist contractors. CPDI reserves the right to waive minor deviations in the evaluation criteria if they do not materially affect the capability of a Bidder to perform the contract.



PART-V

DECLARATION ON PART OF THE BIDDER

We, M/s. _____ hereby affirm and declare that we have read all the contents of this Bid Document and the same are fully acceptable to us. We have adhered to the Bid document while framing our Bid.

Signature of bidder _____
Name of Signatory _____
Designation: _____
Seal: _____