

**Ministry of Finance, Revenue and Economic Affairs Statistics & Privatization
Federal Board of Revenue (FBR)
FBR House, Constitution Avenue, Islamabad 44000**

REQUEST FOR QUOTATION

Ref. # (PK-FBR-103004-GO-RFQ)

Dated: May 27, 2019

PROCUREMENT OF IT EQUIPMENT AND ALLIED ACCESSORIES

The Government of Pakistan has received grant from World Bank towards the cost of the Project Strengthening Federal Board of Revenue's capacity in Information Technology and Fiscal Research & Tax Policy Analysis and requires new Computer Equipment (i.e Laptop, Desktop, Scanners, Printers and Photocopiers) from reputed firms and authorized dealers registered with Income Tax and Sales Tax Departments. This procurement process will be conducted in accordance with the shopping method contained in the World Bank Guidelines: Procurement Regulations for IPF Borrowers July 2016 (revised November 2017 & August 2018) and the procedures described herein. Offerers are allowed to submit quotations for one or all of the five LoTs. Evaluation and Award shall be on the basis of Lots. The acceptable terms and conditions of the lowest, technically responsive quotation shall be incorporated in the Purchase Order (Annex-C). The required quantity and specifications are described below at Annex-A.

Preparation of Quotations: You are requested to quote for the items by completing, signing and returning:

1. the Quotation Submission Sheet (Annex-A);
2. the schedule of supplies ;
3. the documents evidencing your eligibility, as listed below;
4. Copy of official document confirming registration of the company (GST/NTN);
5. The standard forms in this RFQ may be retyped for completion but the Offeror is responsible for their accurate reproduction.

Terms and Conditions:

- i. Items must be delivered at the address: FBR House, Constitution Avenue, Islamabad.
- ii. The Prices indicated in the Price Schedule shall be final prices as no negotiations are expected.
- iii. Delivery time is 40 days from issuance of purchase order.

- iv. Purchaser shall have a reasonable time after the delivery of the items (not more than seven working days) to inspect them and to reject or refuse acceptance of items not confirming the purchase order; payment for goods pursuant to this purchase order shall not be deemed an acceptance.
- v. Contract shall be awarded to the technically compliant and lowest bidder for each lot mentioned in Annex-A.
- vi. Compliance of all terms should be provided.
- vii. The prices should be valid for 30 days.
- viii. Government duties and taxes will be deducted as per government rules and should be separately mentioned in the Financial Proposal, if applicable.
- ix. The firms black-listed/ debarred in participating in any procurement activities in Pakistan are not allowed to bid.
- x. The successful bidder will be required to submit security 2% (in form of pay order, payable to FBR) of the total value which would be retained till the delivery of equipment.
- xi. The vendor should be authorized partner of OEM for which the solution is submitted.
- xii. At the time of purchase order, Purchaser can reduce / increase the items.
- xiii. Warranty of equipment is 3 years comprehensive onsite.

Validity of Quotations: The quotation validity required is thirty (30) days.

Sealing and marking of Quotations: Quotations should be sealed in a single envelope, clearly marked with the Reference above and the name of the Offeror.

Submission of Quotations: Quotations should be submitted to the address below, no later than the date and time of the deadline below.

Date of deadline: 13/06/2019

Time of deadline: 02:00 p.m. (local time).

Any queries should be addressed to the Chief (TAGR-Procurement) at the address given above.

Syeda Adeela Bokhari
Chief TAGR (Procurement)
Room No. 142, FBR House, Constitution Avenue,
Islamabad, Pakistan
+92-51-9202999
Email: steptagr@fbr.gov.pk

Quotation Submission Sheet and Schedule of Supplies¹

LOT 1: Laptops (Quantity 05)

Category 1:

Description	Specifications	Unit Price (PKR)	Total Price (PKR)
Processor	Intel Core i7-8500Y (1.5GHZ, up to 4.2GHz, 4MB, 2 Core)		
RAM	16GB		
HDD	1 TB PCIe® NVMe™ M.2 SSD		
LAN	Integrated Gigabit LAN		
Wireless	Intel® 802.11b/g/n/ac (1x1) Wi-Fi® and Bluetooth® 4.2 Combo		
Display	13.3" diagonal 4K IPS micro-edge WLED-backlit touch screen (3840 x 2160)		
Graphics	Intel® UHD Graphics 615		
Webcam	Integrated HD Webcam with Microphone		
Mouse	Original Wireless Optical Mouse same as brand of laptop		
Keyboard	Full-size island-style backlit keyboard		
Battery	6-cell, 54.28 Whr Lithium-ion Battery		
Optical Drive	DVD Super drive (External) Same as brand of Laptop		
Ports	1 independent headphone/microphone combo; 1 USB 3.1 Type-C™ Gen 1; 2 Thunderbolt™ 3		
Operating System	Genuine Licensed Windows (10 Professional) 64 - Bit		
Carrying Case & Accessories	Manufacturer Original		
Warranty	3 Years Comprehensive Onsite Warranty & Support Including Battery and Charger		

¹ To be submitted as part of Annex-B

Category 2: (Quantity 25)

Description	Specifications	Unit Price (PKR)	Total Price (PKR)
Processor	Intel Core i7-8500 Series		
RAM	16GB		
HDD	1 TB SATA		
LAN	Integrated Gigabit LAN		
Wireless	802.11b/g/n, Bluetooth		
Display	15.6" diagonal HD anti-glare flat LED-backlit		
Graphics	Intel® UHD Graphics		
Webcam	Integrated HD Webcam with Microphone		
Mouse	Original Wireless Optical Mouse same as brand of laptop		
Keyboard	Spill Resistant Keyboard		
Battery	Lithium-ion Battery		
Optical Drive	Super drive (External/Internal) Same as brand of Laptop		
Ports	HDMI, USB 2.0, USB 3.0,		
Operating System	Genuine Licensed Windows (10 Professional) 64 - Bit		
Carrying Case & Accessories	Manufacturer Original		
Warranty	3 Years Comprehensive Onsite Warranty & Support Including Battery and Charger		

LOT 2: Desktops (Internationally recognized brands only) (Quantity 10)

Description	Specifications	Unit Price (PKR)	Total Price (PKR)
Processor	8th Generation Intel core i7 8700 or higher		
RAM	8 GB		

HDD	1 TB SATA 7200 RPM		
LAN	Integrated Gigabit LAN		
LED	20" or higher		
Graphics	Intel Integrated Graphics		
Keyboard	USB (Same Brand as Of Desktop)		
Mouse	Original Optical Mouse (Same Brand as Of Desktop)		
Optical Drive	DVD Super Drive		
Operating System	Licensed Windows (10 Professional) 64 - Bit with Original DVD		
Accessories	(Original) All Required Cables & Other Accessories		
Power Supply	240W Standard Power Supply		
Warranty	3 Years Comprehensive Onsite Warranty & Support		

LOT 3: Scanner Kodak Alaris S2060w Equivalent or higher (Quantity 05)

Description	Specifications	Unit Price (PKR)	Total Price (PKR)
Scanner Type	ADF Straight Path, Sheet Fed (Single and Multiple), Duplex Color Scanner		
Scanning Speeds	Speed: ADF (B&W / Color) 60ppm/120ipm color or higher 300dpi color.		
Operator Control Panel	Color Graphical display Customizable profiling, profile name customization, profile image customization		
Recommended daily volume	7000 or higher		
Country of Origin	USA/Japan or any other European Country		
Scanning Technology	CIS CMOS Based		
Document Feeding Capacity	80 sheets (25 lb./80 g/m ²) or higher		

Connectivity	USB with Ethernet		
Warranty	3 Years Comprehensive onsite with parts and labor		

LOT 4: Printers

Category 1: Colour LaserJet Printer (Quantity 05)			
Description	Specifications	Unit Price (PKR)	Total Price (PKR)
Print Speed	UPTO 22 ppm		
Print Resolution	600 x 600 dpi		
Document Size	Should support 8.5 x 14"		
Duplexing	Automatic Duplexing		
Paper Capacity	250-Sheet Tray		
Monthly Duty Cycle	40,000 Pages		
Connectivity	USB 2.0, Ethernet, and Wi-Fi		
Warranty	3 years		

Category 2: Black & White LaserJet Printer (Quantity 25)

Description	Specifications	Unit Price (PKR)	Total Price (PKR)
Print Speed	UPTO 38 ppm		
Print Resolution	600 x 600 dpi		
Document Size	Should support 8.5 x 14"		
Duplexing	Automatic Duplexing		
Paper Capacity	250-Sheet Tray ² & 100-Sheet Tray ¹		
Monthly Duty Cycle	80,000 Pages		
Connectivity	USB 2.0, Ethernet, and Wi-Fi		
Warranty	3 years		

LOT 5: Photo Copier (Multifunction Printer as Copier will not be acceptable) (Quantity 01)

Description	Specifications	Unit Price (PKR)	Total Price (PKR)
Processor	1.5 GHz or higher		
Speed	40-45 CPM		
Paper Capacity	Minimum 1200 sheets		
Copy Print Size	A-3		
Motion Sensor	Yes		
Duplex	Built-in		
Zoom Range	25% - 400%		
Connectivity	Gigabit Ethernet, USB		
Drum Life	Not less than 300,000		
DADF	Built-in		
Toner Life	42,000 copies		

Delivery Time: _____ Days

Validity: _____ Days

Offeror:

Signature: _____

Name: _____

Title: _____

Stamp: _____

Annex-B- Form of Quotation

_____ (Date)

To: _____ (Purchaser's Name)

_____ (Purchaser's Address)

We offer to execute the material supply (name and number of Contract) in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____). We propose to complete the Supplies described in the Contract for a period of _____ words and number) _____ calendar days from the Start Date.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address: _____

Phone Number _____

Fax Number & email, if any _____

Annex-C (Draft Purchase Order)

**GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE**

No. (Please insert Number)

Date: _____

Mr. _____
Company Name & Address

Subject: Work Order - LOT-No..

This is to notify that your proposal in respect of (Specify details)- LOT-No. has been accepted as per the following quantity and price:

Sr.	Description	Quoted Amount (with GST)	Quoted Amount (with GST)
1		PKR _____	PKR _____

2. In accordance with special instructions / payment terms and conditions in your bid and subject to the conditions of services specified herein and printed on the back of this Order, please initiate delivery of equipment as per specifications mentioned in your referred proposal/quotation.

3. You are also required to submit a copy of this order duly signed and stamped, each page, as a token of acceptance of this order, within 05 days after issuance, to the undersigned. The warranty of equipment shall be 3 years comprehensive from the date of operational acceptance/job completion.

(Syed Adeela Bukhari)
Chief (TAGR- Procurement)

1. Payment

Payment shall be made (after deducting applicable taxes) as per following:

- i). 90% upon delivery of equipment and issuance of Job Completion Certificate
- ii). The payment will be made in Pak Rupees only.
- iii). 10% of the total amount shall be retained till the completion of warranty period or submission of Bank Guarantee of equal amount.

2. General Terms

- i). The delivery of equipment is required within 40 days from the issuance of this Purchase Order.
- ii). Failure to meet the above delivery schedule the penalty shall be imposed @ 0.5% of the total quoted value if up to a maximum of 10 days.
- iii). If the delivery is not made despite the imposition of penalty FBR reserves the right to cancel the Purchase Order and issue the Purchase Order to the second lowest successful bidder.
- iv). In case of cancellation of Purchase Order, the 2% security fee shall not be released.

(Syed Adeela Bukhari)
Chief (TAGR- Procurement)