

**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-RFB-111451-GO-RFQ)

Dated: May 27, 2019

PROCUREMENT OF WORKSTATIONS

The Government of Pakistan has received financing through the Recipient Executed Window of the Trust Fund for Accelerating Growth and Reforms (TAGR) to strengthen public debt management at the national and sub-national levels. The project is being executed by the World Bank.

The FBR is establishing project offices Market Monitoring and Intervention (MMI) and Tax Intelligence Unit (TIU) and hiring consultants for various assignments to conduct studies in the field of fiscal research and tax policy analysis. FBR now invites quotations for the workstations, chairs etc. from reputed firms and authorized dealers registered with Income Tax and Sales Tax Departments and must be Active Taxpayer.

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 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-D). The required specifications and quantity are described below at Annex-A & Annex-B

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

1. the Quotation Submission Sheet (Annex-B);
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, assembled at the address: FBR House, Constitution Avenue, Islamabad.
- ii. Delivery time is 15 days from issuance of purchase order.

- iii. 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.
- iv. Contract shall be awarded to the technically compliant and lowest bidder for each lot mentioned in Annex-B.
- v. Compliance of all terms should be provided.
- vi. The prices should be valid for 30 days.
- vii. Government duties and taxes will be deducted as per government rules and should be separately mentioned in the Financial Proposal, if applicable.
- viii. The firms black-listed/ debarred in participating in any procurement activities in Pakistan are not allowed to bid.
- ix. Warranty of items supplied: 01 years.
- x. At the time of purchase order, Purchaser can reduce / increase the items.
- xi. You are required to submit the samples of Workstations and Chairs along with the proposal.

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.

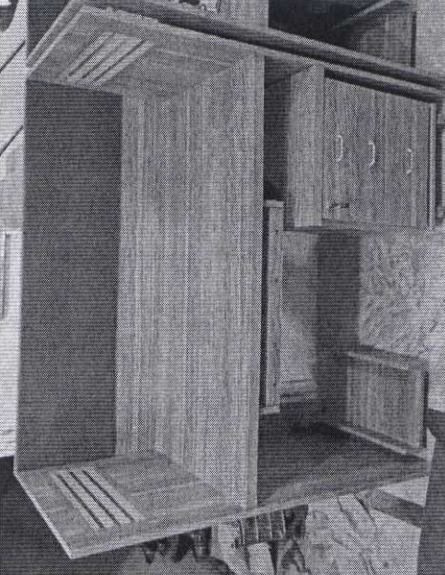
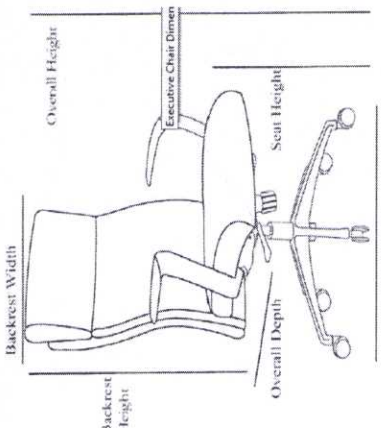
Deadline for submission of quotation: 13/06/2019

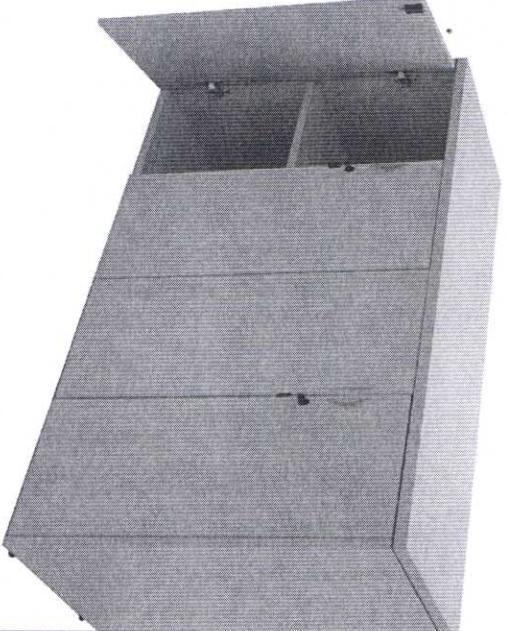
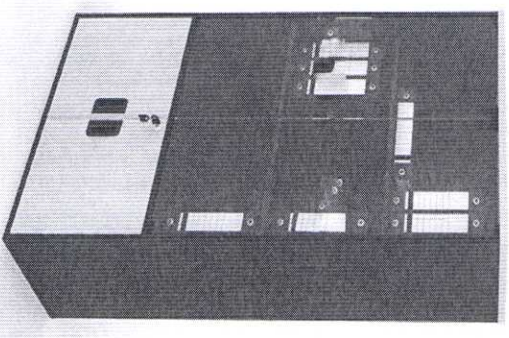
Time of deadline: 02:00 p.m. (local time).

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

Technical Specifications

Sr. No	Product	Specifications	Diagram for Reference
1	Workstations	<p>Table Size 2 x 4 x 2.5</p> <p>Partition Size 2 (width) x 4 (height)</p> <p>1 Keyboard Tray</p> <p>1 Separate box with 3 drawers and wheel</p> <p>1 Separate CPU Tray</p> <p>Front soft board with Project clothe</p> <p>Right and Left side glass size 1 x 1.5 (feet)</p> <p>Lamination sheet</p> <p>Front PPC</p> <p>Note: All measurements are in inches. Color of sheets shall be selected by Purchaser.</p>	
2	Officer Chairs	<p>Revolving Chairs</p> <p>Adjustable lumbar support and instant seat height adjustment.</p> <p>Metal 5-prong base</p> <p>Height/Width adjustable arms with soft and durable urethane pads.</p> <p>Best quality leader cushioning</p> <p>Back Rest</p> <p>Color Black (Purchase shall choose)</p> <p>Minimum Dimensions</p> <ul style="list-style-type: none"> • Seat Height 18-22 inches • Overall Height 45-48 inches • Backrest Width 18-20 inches • Backrest Height 24-26 inches • Overall Depth 20-24 inches • Base Diameter 25-27 inches 	

	<p>Office Cabinet</p> <p>Size: Width 72 Inch Height 30 Inch Depth 18 Inch</p> <p>4 Door Office Cabinet with Lockset MDF Melamine</p>	
<p>High Cabinet</p>	<p>High Cabinet with 2 Glass Doors and 2 Bottom Wooden Doors Plastic Recess Handle 2 pcs of Shelf in 16mm Thickness. With Lockset (2pcs of Keys) Size : Height 72 Inch Width 36 Inch Depth 15 Inch</p>	

Quotation Submission Sheet and Schedule of Supplies

Sr. No (LOT)	Product	Specifications	Quantity	Unit Price (PKR)	GST	Total Price (PKR)
1	Workstations	Table Size 2 x 4 x 2.5 Partition Size 2 (width) x 4 (height) 1 Keyboard Tray 1 Separate box with 3 drawers and wheel 1 Separate CPU Tray Front soft board with Project clothe Right and Left side glass size 1 x 1.5 Lamination sheet Front PPC Note: All measurements are in inches. Color of sheets shall be selected by Purchaser.	15			
2	Executive Chairs	Revolving Chairs Adjustable lumbar support and instant seat height adjustment. Metal 5-prong base Height/Width adjustable arms with soft and durable urethane pads. Best quality leader cushioning Back Rest Color Black (Purchase shall choose) Minimum Dimensions <ul style="list-style-type: none"> • Seat Height 18-22 inches • Overall Height 45-48 inches • Backrest Width 18-20 inches • Backrest Height 24-26 inches • Overall Depth 20-24 inches • Base Diameter 25-27 inches 	20			
3	Office Cabinet	Width 72 Inch Height 30 Inch Depth 18 Inch 4 Door Office Cabinet with Lockset MDF Melamine	01			
4	High Cabinet	High Cabinet with Glass Doors and Bottom Doors Plastic Recess Handle 2 pcs of Shelf in 16mm Thickness.	01			

