

# Expression of Interest (New UPS, UPS Batteries & UPS Repairing)

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Proposals Submission Dead line Date: 06 July 2018 11:00 am

Opening of Technical Bid date: 06 July 2018 11:30 am

**First Women Bank Limited**

**Expression of Interest**

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## Submission Details

### Submission Deadline

All proposal submissions for responding to this request must be submitted on or before 06 July 2018 11:00 am in a single sealed envelope containing one sealed envelope marked as Technical Proposal.

Submission will be valid if:

- Responses to EOI are submitted no later than 02 July 2018 11:00 am at FWBL, Head Office GF-2 Reception Area, S.T.S.M Foundation Building, CL-10/20/2, Beaumont Road, Civil Line, Karachi.
- Bids are submitted in a Single sealed envelope containing sealed envelope with marking "Technical Proposal"
- All separate copies of Proposals and attachments must be provided in a sealed envelope marked as " Technical Proposal"

### Submission Questions & Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Proposal:

Name: Mudassar Raza Lakhani  
Position: IT Manager  
Email: Mudassar.lakhani@fwbl.com.pk  
Phone: 0213-565-7762

## Introduction

First Women Bank Ltd. a commercial bank caters to women at all levels of economic services and activities such as: - Micro, SME and Corporate, Treasury Operations, Trade and Finance, and Investment Banking thereby enable them to transcend their status from passive beneficiaries to dynamic agents of change.

This Expression of Interest (EOI) solicits proposals from vendors who can provide the required UPS, UPS Batteries and repairing of UPS. The bidder must provide information with respect to requirements as defined in this EO. This information should include, but not limited to, the history of the organization, its experience, financials, technical capabilities, experience for providing similar equipment and success stories.

The later sections of the document provide additional information that will allow a vendor to understand the scope of the effort and develop a proposal in the format required by FWBL to fulfill the business and market needs.

## Eligibility Criteria

The bidder MUST comply with the following minimum criteria. The bid document shall be rejected if the vendor fails to meet the following minimum criteria and submission of the require documents.

- The bidder should be registered with Federal / Provincial Tax Authorities in Pakistan
- The bidder must have supplied at-least 20 UPS (3KVA and over) to financial institutions and/or Multi-National Organizations within the last two years. Bidders to provide proof of such supplies (For example – Delivery orders, Delivery Certificates from buyers, invoices (with price information greyed out) or similar documents.
- Bidder must be OEM or authorized partner or reseller of the proposed product.
- The bidder must have been in operation for at least five years in related to Supply of UPS and batteries.
- The bidder should have the capability to deliver the required UPS and Batteries (as per RFQ for respective procurement) within 2 Week after issuance of PO from FWBL.

## Terms of Reference

The terms of the assignment as required by the FWBL are mentioned below:

- The Bidder must have nationwide presence with registered offices in at least two of the four provinces.
- Minimum onsite Comprehensive Warranty
  - UPS 1 Year
  - Batteries 1 Year
- The bidder will be responsible for the timely delivery of the product within agreed time frame.
- The bidder will be responsible for the installation and configuration of equipment.
- The bidder will be responsible for shipment of equipment to FWBL site.
- In recent past, FWBL has procured UPS from Eaton (Model reference # Eaton 3KVA Online UPS). Bidders may propose UPS with same or better features. Following is the minimal requirement for UPS procurement.
  - 03 KVA Online UPS
    - 1 Phase in, 1 Phase out. Double Conversion, True Online & Pure Sin wave UPS
    - Six status LED display with load/battery level
    - Wide input frequency range 45-70 Hz, Wide Input volts range 160-290
- Currently, FWBL has UPS installations that requires following dry batteries as replacement for uninterruptible power supply (UPS)
  - 12 Volt 18 Ah
  - 12 Volt 7 Ah
  - 12 Volt 12 Ah
  - 12 Volt 40 Ah
  - 12 Volt 65 Ah
  - 12 Volt 100Ah

Bidders to propose replacement batteries with specifications that meet the minimal criteria. Bidders may choose to propose replacement batteries with higher specifications as well (where applicable).

- Bidders to confirm if they will be able to provide **quotations** within 48 hours after issuance of RFQ. Quotations received after 48 hours of issuance of RFQ will not be considered.

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Bidders should also provide a response to the following questionnaire confirming if they will be able to deliver services as defined below:

<b>FWBL Requirement</b>	<b>Vendor to provide Service (Yes/No)</b>	<b>Additional Cost (Yes/No) for this service</b>
Vendor can deliver and provide services in Sindh		Not Applicable
Vendor can deliver and provide services in Punjab		Not Applicable
Vendor can deliver and provide services in KPK		Not Applicable
Vendor can deliver and provide services in Baluchistan		Not Applicable
Vendor can deliver and provide services in Gilgit		Not Applicable
Vendor to provide backup UPS on-site (after issuance of PO) until reported issue has been resolved		
Vendor to confirm if they can provide repair services		

**Proposal**

This is single stage single envelope bidding procedure as per PPRA rules. The bidders shall submit their proposals in one sealed envelope containing one sealed envelope marked as “Technical Proposal”. Technical proposal will be opened in the presence of bidders.

Further final evaluation report containing the total marks of technical proposal will be published on FWBL website and PPRA as well.

Successful bidder who qualifies after the evaluation, a meeting with the FWBL’s management will be held to discuss in details the exact requirements and procedures to be followed in conducting this assignment.

After the finalization of evaluation the qualifying organization will be issued “Letter of Intent” which will be followed by the Service agreement and Service order.

**Submission Timeline & Location**

FWBL reserves the right to modify below timeline at any time. Should the due date for proposals be changed, all prospective respondents shall be notified. The proposal must follow as per the following high level schedule.

**Location and Timing**

Bids/Proposals must be delivered to the FWBL, on or before, 06 July 2018 11:00 am and technical proposals will be opened on the same date at FWBL, Head Office GF-2 Reception Area, S.T.S.M Foundation Building, CL-10/20/2, Beaumont Road, Civil Lines, Karachi.

Milestone	Date & Time
EOI Released	21 June 2018
EOI Bid Submission Date and Time	06 July 2018 11:00 am
Opening of Technical Bids	06 July 2018 11:30 am

## Expression of Interest

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As a result of this Request for Proposal, FWBL may do one of the following at its discretion:

1. Evaluate products / items proposed by bidders and shortlist OEM along with minimum specifications for future procurement.
2. Ensure the bidder for supply of required UPS and Batteries for a period of 3 years.
3. Cancel the whole process.

### Proposals Evaluation Criteria

- Evaluation of the firms shall be based on information provided in Proposals.
- As a part of evaluation, bidders may be asked to conduct presentation / demonstration.

### Technical Score

Technical evaluation of the proposals will be given weight through the below mentioned factors based on the below formula.

Bidders Technical Score

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Total Technical Score

**Minimum score of 70% on evaluation criteria specified in “Annexure A” is required to qualify as registered supplier of items listed in this EOI.**



**FORMAT FOR TECHNICAL BID**

The bidders are requested to submit the technical proposal, which at least shall include the following sections in the format provided in Annexure C and D.

1. Executive Summary
2. Company Profile
3. Proposed products and services
4. Client References (for similar services)
5. Timelines
6. UPS Engineers. Information must be provided in the following format:

Name	Mobile Number	City	Educational Qualification	Technical Certification	Experience
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City - where the engineer is currently posted to provide related service

Experience - Number of years in related field

7. Annexure – Evidences
  - a. Membership / Partnership Certificate
  - b. Organization's establishment
  - c. Similar Assignments and References
  - d. Team Certificates
  - e. Organizational Financial Strength
  - f. Audited Statement (Profit and Loss, Balance Sheet and Cash Flow Statements)

**SUPPORT & WARRANTY**

- Complete details of support, including escalation procedure for the UPS and Batteries issues, during the period of warranty must be specified.
- Comprehensive on-site back to back warranty for all UPS and Batteries and related components must be ensured.

## Annexure A: Evaluation Score Criteria

This section includes vendor evaluation criteria. The bidder must score at-least 70% in the following evaluation criteria to be eligible for successful bidding:

No	Evaluation Factors and Description	Total Marks	Max Marks	Total Marks and Distribution ranking
1	Organization Financial Strength	20	20	Firm has more than Rs. 20 million annual Turnover during last three (03) years
			10	Firm has more than Rs. 10 million annual Turnover during last three (03) years
			5	Firm has more than Rs. 5 million annual Turnover during last three (03) years
2	Support Offices Nationwide	20	20	Firm has offices in all 04 provinces
			15	Firm has offices in at least 3 provinces
			10	Firm has offices in at least 2 provinces
3	UPS Support Engineers	15	15	Firm has more than 15 Support Engineers
			10	Firm has more than 10 Support Engineers
			5	Firm has more than 5 Support Engineers
4	Similar projects completed along with proof and reference within last 5 years.	15	15	Firm has completed s equal to Ten similar projects
			10	Firm has completed more than or equal to Seven similar projects
			5	Firm has completed more than or equal to Five similar projects
5	Authorized & registered partner of the product (documentary proof, certificates etc. are required)	15	15	To be assigned by Technical Evaluation Committee
6	Technical Bid Completeness (documentary proof, brochures, diagrams, non-deviation material, relativity etc.)	15	15	To be assigned by Technical Evaluation Committee

**Annexure B – Technical Specification & List of UPS and Batteries for the Procurement**

**Note:**

- Bidders may propose as solution with higher specification, provide it meet the minimum requirement of UPS and Batteries as specified in this EOI
- Warranty should include the OEM back to back on-site.

**BID PARTICULARS**

Name of the Bidder.	
Is the Bidder the OEM of the solution or an Authorized Partner / Re-seller.	
Registered Address of the Bidder.	
Name and designation of the person to whom all references shall be made regarding this tender.	
Address of the person to whom all references shall be made regarding this tender.	
Telephone No. (With country and area code).	
E-Mail of the contact person:	
Fax No. (With country and area code).	

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Company Seal & Bidder’s Signature

**Expression of Interest****BIDDER / OEM OWNER / AUTHORIZED PARTNER / OTHER CONSORTIUM  
MEMBER PROFILE:**

S. No.	Name of the Company	
01.	Indicate whether the Company is the lead Bidder and whether the Company is the OEM Owner, Authorized Partner or Other consortium member	
02.	Year Established	
03.	Turnover (in PKR)	<b>FY 2015:</b> <b>FY 2016:</b> <b>FY 2017:</b>
04.	Profit After Tax (in PKR)	<b>FY 2015:</b> <b>FY 2016:</b> <b>FY 2017:</b>
05.	Proposed role of the member in the project	
07.	Head Office Address	
08	Telephone No. (with country and area code)	
09	Fax No. (with country and area code)	
10	E-mail Address	
11	Name of the Key representative for this project	
12	Any accreditations / Certifications of organization and resources	

The Bidder should fill this Annexure for the Bidder and any other member of the consortium separately (including the OEM Owner, Partner and any other member of the consortium)

As of this Date, the information furnished in all parts of this form is accurate and true to the best of my knowledge.

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Company Seal & Bidder's Signature

**Expression of Interest****DETAILS OF PRIOR EXPERIENCE**

Please provide details of prior experience of the Bidder / OEM Owner / Authorized Partner / other Consortium members in PROCUREMENT OF New UPS, Batteries and UPS repairing.

For each prior experience reference that the Bidder wants to highlight, one sheet in the below template should be submitted in the proposal and should be supported by a copy of the purchase order as documentary evidence in “**Annexure – Evidences**” of the proposal.

Name of the client bank:	
Country:	
Client address:	
Assignment Type	
Description of the assignment and the scope of services delivered by the Bidder to the clients	
Description of the solution. Also indicate whether it is the same as the solution proposed to the bank	
Assignment Duration (in months)	
Assignment Start Date (Month & Year)	
Assignment End Date (Month & Year)	
Total No. of staff months in the assignment	
Approximate value of contract (PKR or USD)	PKR / USD
Client Reference 1	Name: Designation: Address:  Phone No. Mobile No. Email Address:
Client Reference 2	Name: Designation: Address:  Phone No. Mobile No. Email Address:

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Company Seal & Bidder's Signature