

Expression of Interest (Desktop, Laptop, Scanner & Printer)

Published Date: 26 Feb 2018

FWBL\HO\IT\KK\2018\01

Proposals Submission Dead line Date: 13 March 2018 2:00 pm

First Women Bank Limited

Submission Details	3
Submission Deadline	3
Submission Questions & Clarifications	3
Introduction	4
Eligibility Criteria	4
Terms of Reference	5
Proposal	5
Submission Timeline & Location	5
Proposals Evaluation Criteria	6
Technical Score	6
FORMAT FOR TECHNICAL BID	7
SUPPORT & WARRANTY	7
Annexure A: Evaluation Score Criteria	8
Annexure B – Technical Specification & List of Hardware for the Procurement	10
BID PARTICULARS	11
BIDDER / OEM OWNER / AUTHORIZED PARTNER / OTHER CONSORTIUM MEMBER PROFILE:	12
DETAILS OF PRIOR EXPERIENCE	13

Submission Details

Submission Deadline

All proposal submissions for responding to this request must be submitted on or before 13 March 2018 2:00 pm 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 13 March 2018 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 Desktop Systems, Laptops, Printers and Scanners along with support service(s). The bidder must provide basic information on the proposer and any partners or subcontractors participating in the tender. 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 should have minimum turnover of Rs. 10 M during the last three years and are required to submit the audited financial statements for this period.
- Bidder must be OEM or authorized partner or reseller of the proposed product.
- The bidder should submit the last three years balance sheet, cash flow, profit and loss account duly attested by an independent chartered accountant / audit firm.
- The bidder must have been in operation for at least five years in related to Supply of Desktop Systems, Laptops, Printers and Scanners.
- The bidder should be OEM or authorized partner for sales and service of a reputable OEM and should provide back to back on site support from OEM during warranty and AMC (annual maintenance contract) period.
- The bidder must be able to deliver the required hardware within 2 Weeks.

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 OEM Warranty
 - Desktop Systems 3 Years
 - Laptops 1 Year
 - Scanners / Printers 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 Nationwide.
- The bidder will be responsible for shipment of equipment nationwide.
- The warranty of the product must reflect on the authorized portal of the Principal.

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.

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, **13 March 2018 2:00 pm** 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
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EOI Released	26 Feb 2018
EOI Bid Submission Date and Time	13 March 2018 2:00 pm
Opening of Technical Bids	13 March 2018 2:30 pm

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 hardware 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.

$$\frac{\text{Bidders Technical Score}}{\text{Total Technical Score}} \times \text{Weight}$$

Minimum score of 70% on evaluation criteria specified in “Annexure A” is required to qualify as a 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. Timelines
5. Technical Team Composition
6. 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 hardware issues, during the period of warranty must be specified.
- Comprehensive on-site back to back warranty (from OEM) for all hardware 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. 30 million annual Turnover for last Three (03) years and Audit Report is provided confirming company sound financial Position.
			15	Firm has more than Rs. 20 million annual Turnover for last Three (03) years and Audit Report is provided confirming company sound financial Position.
			10	Firm has more than Rs. 10 million annual Turnover for last Three (03) years and Audit Report is provided confirming company sound financial Position.
2	Evaluation of the Proposed Products and Services	30	30	To be assigned by Technical Evaluation Committee
3	Similar projects completed along with proof and reference within last 5 years.	20	20	Firm has completed s equal to Ten similar projects.
			10	Firm has completed more than or equal to Five similar projects.
			05	Firm has completed less than Five similar projects.
4	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
5	Nationwide Support Engineers	20	20	Firm has more than 15 Support Engineers Nation wide
			15	Firm has more than 10 Support Engineers Nation wide
			10	Firm has more than 5 Support Engineers Nation wide

6	Authorized & registered partner of a OEM (documentary proof, certificates etc. are required)	15	15	To be assessed by Evaluation Committee
7	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 Hardware for the Procurement

- Details and Specifications of Products and Services proposed by bidder
- Bidders may propose as solution with higher specification, provide it meet the minimum requirement of Hardware 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

**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)	FY 2014: FY 2015: FY 2016:
04.	Profit After Tax (in PKR)	FY 2014: FY 2015: FY 2016:
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

DETAILS OF PRIOR EXPERIENCE

Please provide details of prior experience of the Bidder / OEM Owner / Authorized Partner / other Consortium members in PROCUREMENT OF SERVERS.

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