

PUBLIC PROCUREMENT REGULATORY
AUTHORITY (PPRA)

CONTRACT AWARD PROFORMA – I

To Be Filled And Uploaded on PPRA Website In Respect of All
Public Contracts of Works, Services and Goods Worth Fifty
Million or More

Name Of The Organization/Deptt.	Small & Medium Enterprises Development Authority (SMEDA)
Federal / Provincial Govt.	Federal
Title Of Contract	Supply and Installation of IT & Office Equipment
Tender Number	685
Brief Description Of Contract:	For the supply and Installation of IT & Office Equipment (Laptops) under PSDP project Research, Regulatory Insight and Advocacy Assistance for SMEs (RRI&A).
Tender Value:	Rs. 1,047,000/- (One Million Forty-Seven Thousand Rupees Only)
Engineer's Estimate: (For Civil Works Only)	N/A
Estimated Completion Period:	February 21, 2022
Whether The Procurement Was Included In Annual Procurement Plan?	Yes
Advertisement: (i) PPRA Website (Federal Agencies) (If yes give date and PPRA's tender number) (ii) Newspaper: (If yes give names of newspapers and dates)	Yes Tender No.: 685 PPRA's Ref No: TS468906E Tender Date: December 31, 2021 No
Tender Opened On (Date & Time):	Technical - January 17, 2022 – 03:30 PM Financial - January 26, 2022 – 03:00PM
Nature Of Purchase	Local
Extension In Due Date (If Any)	No
Number Of Tender Documents Sold: (Attach list of Buyers)	No

Whether Qualification Criteria Was Included In Bidding/Tender Documents (If Yes Enclose A Copy)	Yes
Whether Bid Evaluation Criteria Was Included In Bidding/Tender Documents (If Yes Enclose A Copy)	Yes
Which Method Of Procurement Was Used:	Single Stage – Two Envelope Procedure
Please Specify If Any Other Method Of Procurement Was Adopted With Brief Reasons (I.E. Emergency, Direct Contracting, Negotiated Tendering Etc.)	N/A
Who Is The Approving Authority:	Chief Executive Officer (CEO), SMEDA
Whether Approval Of Competent Authority Was Obtained For Using A Method Other Than Open Competitive Bidding	N/A
Number Of Bids Received:	One (01)
Whether The Successful Bidder Was Lowest Bidder	Yes
Whether Integrity Pact Was Signed	N/A

ATTACHMENT – II

(See regulation 2)

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Number Of Bidders Present At The Time Of Opening Of Bids:	One (01)
Name And Address Of The Successful Bidder:	M/S FEST ENTERPRISES 213 – Mehran Block, Allama Iqbal Town, Main Multan Road Lahore
Ranking Of Successful Bidder In Evaluation Report (I.E. 1 st , 2 nd , 3 rd Evaluation Bid)	M/S FEST ENTERPRISES (1 st)
Need Analysis (Why The Procurement Was Necessary?)	The Research, Regulatory Insight & Advocacy Assistance for SMEs (RRI&A) Project funded under Public Sector Development Program (PSDP) to undertake research to augment SME development goals of the Government of Pakistan. Laptops were procured for the project staff.
In Case Extension Was Made In Response Time, What Were The Reasons (Briefly Describe)	N/A
Whether Names Of The Bidders And Their Prices Were Read Out At The Time Of Opening Of Bids	Yes
Date of Contract Signing; (Attach a copy of agreement)	February 18, 2022
Contract Award Price	Rs. 1,047,000/- (One Million Forty-Seven Thousand Rupees Only)
Whether Copy Of Evaluation Report Given To All Bidders: (Attach Copy Of The Bid Evaluation Report)	Yes (Uploaded on PPRA's website)
Any Complaints Received: (If Yes Result Thereof)	N/A

Any Deviation From Specifications Given In The Tender Notice / Documents: (If Yes Give Details)	No
Deviation From Qualification Criteria (If Yes Give Details)	No
Special Conditions, If Any (Give Brief Description)	No

result in calling into effect the Bid Securing Declaration pursuant to Clause IB 13.

IB.16 Pre-Bid Meeting

- 16.1 The Employer may, on his own motion or at the request of any prospective Bidder(s), hold a pre-bid meeting to clarify issues and to answer any questions on matters related to the Bidding Documents. The date, time and venue of pre-bid meeting, if convened, is as stipulated in the Bidding Data. All prospective Bidders or their authorized representatives shall be invited to attend such a pre-bid meeting.
- 16.2 The Bidders are requested to submit questions, if any, in writing so as to reach the Employer not later than seven (7) days before the proposed pre-bid meeting.
- 16.3 Minutes of the pre-bid meeting, including the text of the questions raised and the replies given, will be transmitted without delay to all Purchasers of the Bidding Documents. Any modification of the Bidding Documents listed in Sub-Clause 8.1 hereof which may become necessary as a result of the pre-bid meeting shall be made by the Employer exclusively through the issue of an Addendum pursuant to Clause IB.6 and not through the minutes of the pre-bid meeting.
- 16.4 Absence at the pre-bid meeting will not be a cause for disqualification of a Bidder.

E. BID OPENING AND EVALUATION

IB.17 Bid Opening, Clarification and Evaluation

- 17.1 The Employer will open the financial bids, in the presence of bidders' representatives who choose to attend, at the time, date and location stipulated in the Bidding Data.
- 17.2 The bidder's name, Bid Prices, the presence or absence of Bid Securing Declaration, and such other details as the Employer at its discretion may consider appropriate, will be announced by the Employer at the bid opening. The Employer will record the minutes of the bid opening. Representatives of the bidders who choose to attend shall sign the attendance sheet.
- 17.3 To assist in the examination, evaluation and comparison of Bids the Employer may, at its discretion, ask the bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.
- 17.4 (a) Prior to the detailed evaluation, pursuant to Sub-Clauses IB.17.7 to 17.9,

the Employer will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations. It will include to determine the requirements listed in Bidding Data.

- (b) Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a discrepancy between the Total Bid price entered in Form of Bid and the total shown in Schedule of Prices-Summary, the amount stated in the Form of Bid will be corrected by the Employer in accordance with the Corrected Schedule of Prices.

If the bidder does not accept the corrected amount of Bid, his Bid will be rejected and Bid Securing Declaration will come into effect.

- 17.5 A Bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity.
- 17.6 Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by Employer, provided such waiver does not prejudice or affect the relative ranking of any other bidders.
- 17.7 The Employer will evaluate and compare only the bids previously determined to be substantially responsive pursuant to Sub-Clauses IB.17.4 to 17.6 as per requirements given hereunder. Bids will be evaluated for complete scope of works. The prices will be compared on the basis of the Evaluated Bid Price pursuant to Sub-Clause 16.8 herein below.

- (a) Technical Evaluation

It will be examined in detail whether the Works offered by the bidder complies with the Technical Provisions of the Bidding Documents. For this purpose, the bids will be technically evaluated on the basis of bidder's data submitted under clause 17.10 (a). In addition, the data submitted under Schedule B to Bid will be compared with the given technical features/criteria so that the quoted equipment specifications don't deviate from the basic technical requirements. Other technical information submitted with the bid regarding the Scope of Work will also be reviewed.

- (b) Commercial Evaluation

It will be examined in detail whether the bids comply with the commercial/contractual conditions of the Bidding Documents. It is expected that no material deviation/stipulation shall be taken by the bidders.

17.8 Evaluated Bid Price

In evaluating the bids, the Employer will determine for each bid in addition to the Bid Price, the following factors (adjustments) in the manner and to the extent indicated below to determine the Evaluated Bid Price:

- (i) making any correction for arithmetic errors pursuant to Sub-Clause 17.4 hereof.
- (ii) making an appropriate price adjustment for any other acceptable variation or deviation.
- (iii) making an appropriate price adjustment for Deviations in terms of Payments (if any and acceptable to the Employer).

17.9 Evaluation Methods

Pursuant to Sub-Clause 16.7, Para (ii), and (iii) following evaluation methods for price adjustments will be followed:

(i) Price Adjustment for Technical Compliance

The cost of making good any deficiency resulting from technical non compliance will be added to the Corrected Total Bid Price for comparison purposes only. The adjustments will be applied taking the highest price quoted by other bidders being evaluated in detail in their original Bids for corresponding item. In case of non availability of price from other bidders, the price will be estimated by the Employer.

(ii) Price Adjustment for Commercial Compliance

The cost of making good any deficiency resulting from any quantifiable variations and deviations from the Bid Schedules and Conditions of Contract, as determined by the Employer will be added to the Corrected Total Bid Price for comparison purpose only. Adjustment for commercial compliance will be added to the Corrected Total Bid Prices.

(iii) Price Adjustment for Deviation in Terms of Payments

Refer to Bidding Data

17.10 Weightage Criteria to Evaluate the Bids is given below:

Bids will be evaluated on 20:80 ratio, 20% for technical and 80% for financial, for complete scope of work.

a) Technical Evaluation

Technical Evaluation of only Eligible and Responsive bids will be carried out as per criteria given below:

Sr. No.	Criteria	Scoring Scheme	Max Marks	Supporting Documents
1	Experience of the firm that will supply & install Computers (Laptops)	Number of years since establishment: 2 marks for each year. 20 marks for 10 years and above.	20	-NTN, or Firm/ Company incorporation certificate or Any other
2	Assignments/ Projects carried out for supplying of similar IT & Office equipment during the last 5 years	5 marks for each assignment, upto a maximum of 35 marks	35	- Work Order/ Completion Certificates
3	Financial Strength	Annual Sales Turnover Rs. 1-5 Million (5 Marks) Rs. 5-10 Million (15 Marks) More than Rs. 10 Million (25 Marks)	25	Annual audit accounts of last 1 year
4	Warranty	10 marks for 1 year 15 marks for 2 years 20 marks for 3 years or more	20	- Undertaking on firm's letter head

Format for above item # 2

Sr#	Organization	Address	Contact#	Contact Person	Brief details of Project/Assignment	Year
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A bidder has to score at least 70 marks to qualify technically to be subsequently eligible for financial evaluation.

Technical Bid Score: (Marks obtained by the bidder in technical evaluation/100) x 20

b) Financial Evaluation

Financial Evaluation of Technically qualified bidders will be carried out as per following method:

Financial Bid Score: (M/B) x 80

M = Value of Minimum bid received

B = Value of bid being evaluated

It will also be examined in detail whether the bids comply with the commercial/ contractual conditions of the Bidding Documents.

iii) Total Score=Technical Bid Score + Financial Bid Score

Bidder with highest total score will be considered as "Most Advantageous Bidder".

Note: Any bid covering partial bid shall be considered non-responsive.

IB.18 Process to be Confidential

18.1 Subject to Sub-Clause IB.17.3 heretofore, no bidder shall contact Employer on any matter relating to its Bid from the time of the Bids opening to the time the bid evaluation result is announced by the Employer. The evaluation result shall be announced at least ten (10) days prior to award of Contract. The announcement to all bidders will include table(s) comprising read out prices, discounted prices, price adjustments made, final evaluated prices and recommendations against all the bids evaluated.

18.2 Any effort by a bidder to influence Employer in the Bid evaluation, Bid comparison or Contract Award decisions may result in the rejection of his Bid. Whereas, any bidder feeling aggrieved may lodge a written complaint not later than fifteen (15) days after the announcement of the bid evaluation result, however, mere fact of lodging a complaint shall not warrant suspension of procurement process.

Research, Regulatory Insight & Advocacy Assistance for SMEs
Project of SMEDA, Ministry of Industries & Production
7th Floor, 3rd Building, Aiwan-e-Iqbal Complex, Egerton Road, Lahore
UAN : (042) 111 111 456 Fax : (042) 36304926

RRI&A

PURCHASE ORDER

M/S **FEST Enterprises**
213- Mehran Block, Allama Iqbal Town, Lahore 0300-4002123

P.O. # SMEDA/RRIA/PO/003
Date: 18th February, 2022

Terms of Payment		Delivery Date	Rs.
Advance		28-Feb-22	
On Delivery		Place of Delivery	RRI&A, c/o SMEDA 5th Floor, Aiwan-e-Iqbal Complex, Egerton Road, Lahore
On Accounts	100%	Place of Inspection	As above
Retention		Your Ref No.	3087/2022

Sr.	Particulars	Quantity	Rate (Rs.)	Amount (Rs.)
1	Laptops Core i5 OS: Genuine Windows 10 Processor: Intel Core i5 (11th Generation) RAM: 8 GB Hard Disk: 512 GB SSD Screen Size: 15.6" FHD Graphic Card: Intel Iris Xe Graphics Webcam: Integerated Camera Wi-fi & Bluetooth: Built in Battery: 3 Cell, Lithium Ion Warranty Period: Please specify Carrying Case: Yes	6	174,500	1,047,000/-
Total Amount (Rs.)				1,047,000/-
GST (inclusive of all taxes)				-
Grand Total (Rs.)				1,047,000/-

Remarks

Amount is inclusive of taxes.
Payment through cross cheque in favour of Fest Enterprises.

PREPARED BY

Muhammad Raza
MUHAMMAD RAZA
Manager Projects
SMEDA
Ministry of Industries & Production
Government of Pakistan

APPROVED BY

Aj. Sult
18/02/2022

FINAL EVALUATION REPORT

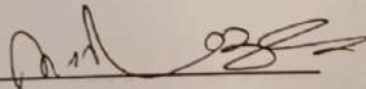
(As Per Rule 35 of PP Rules, 2004)

1. Name of Procuring Agency: Research, Regulatory Insight and Advocacy Assistance for SMEs (RRI&A), SMEDA
2. Method of Procurement: PPRA Clause Reference No. 36(b)
3. Title of Procurement: Supply & Installation of IT & Office Equipment
4. Tender Inquiry No.: 685
5. PPRA Ref. No. (TSE): TS468906E
6. Date & Time of Bid Closing: January 17, 2022, 3:00 PM
7. Date & Time of Bid Opening: Technical: January 17, 2022, 03:30 PM
Financial: January 26, 2022, 03:00 PM
8. No of Bids Received: 01
9. Criteria for Bid Evaluation: 20% Technical marks and 80% Financial marks as given in Tender documents
10. Details of Bid(s) Evaluation: As mentioned below

Name of Bidder	Marks		Evaluated Cost	Rule/Regulation/SBD*/Policy/Basis for Rejection / Acceptance as per Rule 35 of PP Rules, 2004.
	Technical	Financial		
M/s Fest Enterprises	18	80	Rs. 1,047,000/-	Most Advantageous Bidder

Most Advantageous Bidder: M/s Fest Enterprises

11. Any other additional / supporting information, the procuring agency may like to share.

Signature: 

Official Stamp: **MUHAMMAD RAZA**
Manager Projects
SMEDA
Ministry of Industries & Production
Government of Pakistan

*Standard Bidding Documents (SBD).