

Request for Bid (RFB)

**Procurement of Services
(Non-Consulting)**



**Procurement of ASPIRE PCU
“Provision of 1000 Chromebooks”**

Ref No. PCU200(5)-RFB

**Project Coordination Unit (PCU),
ASPIRE**

Project Coordination Unit (PCU), Khyaban-e-Suharwardy, Zero Point, Pakistan Manpower Building,
Gate 3, Ministry of Federal Education and Professional Training (M/o FE&PT), Islamabad

June 2024

INVITATION FOR BID

TENDER / REQUEST FOR BIDS FOR THE PROCUREMENT ACTIVITY TITLED “PROVISION OF 1000 CHROMEBOOKS”

The Project Coordination Unit (PCU), M/o FE&PT invites bids from eligible vendors/firms for the “**Provision of 1000 Chromebooks**” for the program “Action to Strengthen Performance for Inclusive and Responsive Education (ASPIRE) through Request for BID (RFB) method as defined in World Bank Procurement Regulations PforR Component on QCBS method. For this purpose, the Project Coordination Unit invites Proposals from eligible vendors/firms to supply the specified goods/items/equipment for FDE Schools (both girls and boys) within 2-3 months (60-90 days). The Proposals should be based on fixed unit rates, inclusive of all applicable taxes and premiums, and must meet the RFB’s specifications.

2. The interested Firms/Vendors are invited to submit sealed bids by following “**Single Stage – Two Envelops**” bidding procedure in accordance with the PPRA Rules 36(b). Each bid shall comprise two envelopes containing, financial proposal and technical proposal each along with any supplementary documents that the organization feels relevant may be submitted to the Project Director. **Technical Proposals** will be opened first; those who will qualify in the technical bids will be evaluated financially. Only those who are registered with legal entities are eligible to apply for the bid.

3. The last date for submission of bids will be 24-06-2024 by 02:00 PM. Technical Proposals will be opened on the same date at 02:30 PM in the presence of the representative of the firms who may wish to attend. Bid security of two percent (2%) in the shape of a Pay Order, CDR, or Banker’s Cheque, in the name of Procurement Specialist, is required, and must be furnished along with Financial Proposal. Project Director/M/o FE&PT will not be responsible for any cost or expense incurred by the bidders in connection with preparation or submission of bids. In case of official holiday on the day of submission, next day will be treated as closing date. Bid notice has also been posted on PPRA website (www.ppra.gov.pk) Electronic proposals will not be entertained other than bids required to be submitted through PPRA e-Procurement Portal-EPADS at (www.eprocure.gov.pk). The procuring agency has right to cancel the activity any time. The detailed bidding document/RFP can be downloaded from the PPRA and M/o FE&PT’s website.

Procurement Specialist

Project Coordination Unit (PCU), Khyaban-e-Suharwardy, Zero Point, Pakistan Manpower Building, Gate 3
Ministry of Federal Education and Professional Training (M/o FE&PT), Islamabad

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1. Request for Bid (RFB): Provision of 1000 Chromebooks

The Project Coordination Unit (PCU), M/o FE&PT invites bids from eligible vendors/firms for the “**Provision of 1000 Chromebooks**” for the program “Action to Strengthen Performance for Inclusive and Responsive Education (ASPIRE) through Request for BID (RFB) method as defined in World Bank Procurement Regulations PforR Component on QCBS method. For this purpose, the Project Coordination Unit invites Proposals from eligible vendors/firms to supply the specified goods/items/equipment for FDE Schools (both girls and boys) within 2-3 months (60-90 days). The Proposals should be based on fixed unit rates, inclusive of all applicable taxes and premiums, and must meet the RFB’s specifications. Additionally, a two percent (2%) bid security in the form of a Pay Order, CDR, or Banker’s Cheque, in the name of Procurement Specialist, is required along with the financial proposal. A Bank Performance Guarantee of ten percent (10%) would be required later from the successful bidder.

2. Eligibility Criteria

The vendors/firms/JVs/Consortiums are requested to submit copies of the following documents as evidence of their eligibility:

- a) A minimum of 3 years of experience in providing IT-related goods is required.
(Vendors/Firms/JVs/Consortiums are requested to attach a summary of all relevant project contracts and purchase orders in tabular form. This should include the **reference number, description, award and completion dates, duration (in days), and total amount**. Additionally, copies of these contracts and purchase orders should be attached in chronological order).
- b) Firms/vendors/JVs/Consortiums must have completed a minimum of 3 similar projects with government, donor agencies, or the private sector within the past 3 years, accompanied by copies of the respective work orders/contracts.
- c) Must be registered with the FBR or the relevant provincial authorities (if supplying goods within the provinces) and have an active taxpayer status.
- d) The average annual turnover of the last three years must be at least 100 million.
(Audited financial statements, stamped by a chartered accountant, must be provided for the last three years.)
- e) The firm/JVs/Consortiums must not have been blacklisted by any organization or government, semi government, autonomous or any financial institution of Pakistan.
- f) A Manufacturing Authorization Letter (MAL) from the original manufacturer, following the standard format, is mandatory.
- g) The vendor/firms/JVs/Consortiums must be authorized sellers from a reputed IT manufacture.
- h) In Case of a joint venture/consortium, if one of the partners in a JV alone fulfills the threshold in criterion (mention in sub-para (c)&(d), other need not to be assessed to fulfill it, otherwise (i.e. no JV member has completed any similar works of value equivalent to the threshold then) each partner shall be assessed independently to fulfill the part of the threshold which will be determined as per its share in the JV.

3. Validity of Offers

The offers shall be valid until ninety (90) days from the date of opening of the Proposal.

4. Proposal Variation/Modification

- a) Quantities can be increased or decreased at any time as per the client’s (M/o FE&PT) need.
- b) Delivery should be conducted through legal channels, and no grey channels should be utilized. The delivery period is set at 60-90 days.

5. Preparation of Bids

- (a) Proposal shall be evaluated on unit or cumulative rate basis, and the Purchase Order shall be issued to the respective firm offering the lowest evaluated price for all items in total against estimated quantities.
- (b) Your price Proposal/(s) shall be for all the items as described in the attached scope of requirements.

6. Quoted Price

The quoted price should encompass all applicable taxes and premiums and must be in PKR (Pakistani Rupees).

7. Clarifications

Any clarification request regarding this RFB may be sent in writing to Procurement Specialist, PCU, M/o FE&PT, Khyaban-e-Suharwardy, Zero Point, Pakistan Manpower Building, Gate 3, Ministry of Federal Education & Professional Training, Islamabad before **–21st June 2024 4:00 P.M.** The Purchaser will forward copies of its response to all Suppliers including a description of the inquiry but without identifying its source.

8. Sealing and Marking of Proposals

Proposals should be submitted in a single-stage two-envelope format, clearly labeled with the RFB's reference number, description, the name of the Firm/Vendor/JVs/Consortium, and the name of the purchaser, M/o FE&PT.

9. Submission of Proposals

- a) Proposals are to be submitted in the form attached *by courier or by hand*.
- b) The deadline for submission of Proposals is on or before **24th June 2024 at 02:00 PM.**
- c) The address for submission of Proposals is:

Attention: Procurement Specialist, PCU, M/o FE&PT

Address: Project Coordination Unit (PCU), Khyaban-e-Suharwardy, Zero Point, Pakistan Manpower Building, Gate 3, Ministry of Federal Education and Professional Training (M/o FE&PT), Islamabad

10. Opening of Proposals

- a) Proposals will be opened by the Purchaser's representatives on the same day after the deadline for the submission of Proposals i.e. **24th June 2024 at 02:30 PM.**

11. Evaluation of Proposals

Bid Evaluation	
ITB 25.3	<p>The technical proposals of the qualified bids after evaluation as per Eligibility Criteria shall be evaluated. The Financial Proposals will be opened if Technical Proposal scores marks equal or more than 70% of total marks of Technical Proposal. The final selection will be made on "Quality and Cost Based Selection" (QCBS)".</p> <p><u>Final Evaluation</u></p> <p>The final evaluation will be based on the respective weightage assigned to Technical Criteria and financial criteria and marks attained.</p> <p style="text-align: center;">Weightage: Technical Marks 60% Financial Marks 40%</p> <p>TM x 60/100 = TTM FM x 40/100 = TFM</p> <p>GTM = TTM + TFM, where: TM=Technical Marks FM = Financial Marks</p> <p>TTM= Total Technical Marks TFM= Total Financial Marks GTM= Grand Total Marks:</p> <p>Technical Marks x 60/100= Y Financial Marks x 40/100=Z GMT=Y+Z</p> <p>The Proposal securing the maximum Total Marks shall be declared the most advantageous Bid and the firm offering the most advantageous Evaluated Bid shall be declared the successful bidder.</p> <p>Financial Marks will calculate as = (Total Marks x /Lowest Quoted Prices)/Firms quoted prices.</p> <p>Example:</p> <p>Suppose the financial proposal of the consultant "A" is Rs. 3000, consultant "B" Rs. 4000 and consultant "C" Rs 5000, then the consultant which quoted lowest amount for assignment i.e. firm "A" in this case will get the max points= 50</p> <p>„A" will get $(50 \times 3000) / 3000 = 50.00$ „B" will get $(50 \times 3000) / 4000 = 37.50$ „C" will get $(50 \times 3000) / 5000 = 30.00$</p> <p>Final decision will be made based on total marks of Technical + Financial Proposal</p>

Criteria for bid evaluation: 25.3 (a) Marking

Criteria Technical Proposal

The Technical Proposal shall be evaluated based on PSP's capability and relevant experience, and key personnel proposed for project team handling this assignment.

The criteria and point system for the evaluation of Technical Proposals shall be as under

Technical Evaluation Criteria		Max. Points
S. No	Qualification and Relevant Experience	
1	Registration with SECP /Register of Firms in Pakistan	5
2	Technical Proposal covering the following areas separately but integrating all areas (i) Experience of Supply of IT hardware in schools, 1 mark for supply to 1 school (Total 10 marks). Completion Certificate is required. (ii) Have Supplied Chrombooks in Schools, 1 mark for supply of 30 chromes. 30 marks for supply of 900 Chrombooks (Total 30 Marks). Supply order and Completion Certificate is required. (iii) Have Completed at least 4 projects in education Sector. 5 marks for each project. (Total 20 marks). Completion Certificate is required.	60
3	Profile of Ed-Tech Service Provider (15 Marks) i) Profile of Project Manager/ Team Lead of FIRMS/Vendors/JVs/Consortium with at least one-year experience with the organization: (10 Marks) Master's Degree in Computer, Science/ Engineering / Business/ Education/Economics or Social Science with relevant experience of supervising and implementing similar project. ii) Profile of other team members (10 Marks) 1 Mark for each team member References of educational qualification and experience will be required.	20

4	Financial strength of Ed-Tech Service Provider i) Annual Turnover Up to 10 million = 5.5 marks Above 10 million = 10.5marks ii) Audited reports audited through firm registered with ICAP for three years (4.5 Marks) 1.5 Mark for each year	15
	Total Technical Proposal Points	100
	Weightage of Technical marks/points	60 %
Financial proposal (40%)		
Financial Proposal Points Financial Marks will calculate as= (Lowest bid/Quoted bid) *Financial weightage		
Total Marks A+B		
i) Documents		
a. Bidder must have his own office with facilities, equipment, and skilled human resources.		
b. Blacklisted bidders/contractors with pending liabilities of any Govt. department and those companies/ contractors/ firms whose renewal/registration is not up to date shall not be eligible to participate in the bidding process.		
c. Bidder must submit integrity pact as per prescribed format.		

12. Award of Purchase Order

The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

The Purchaser shall invite by the quickest means the successful Supplier for any discussion/clarification that may be needed to conclude the Purchase Order.

The purchaser shall publish an evaluation report on its website with free access, before issuance of purchase order, and 07 days grievance period will be given. The information shall include the name of the successful Supplier, summary of its scope and their quoted and evaluated prices. The Competent Authority reserves the right to cancel all the offers.

On behalf of the Purchaser:

Program Specialist (PCU) / Unit Head (Procurement)

M/OFEPT khyaban-e-Suharwardy, Zero Point, Pakistan Manpower Building /Gate 3 Ministry of Federal Education & Professional training Islamabad

For information: uzma.malik.pcu@gmail.com , omarmasoodkhan70@gmail.com

Purchaser's Requirements

- i) On some occasions the Firm may be asked to arrange supplies (s) immediately as per the requirement of the Client – in which case no notice requirements will apply.
- ii) Any delay in the provision of the same can hamper Client's operational commitments which in no case is acceptable to the organization and might lead to termination of the contract.
- iii) Payment will be made on a Delivery Goods as per delivery of schools list provided by FDE.
- iv) The following are included without limitation in the definition of "unsatisfactory service":
- v) In case of repair of any damage part the Firm shall provide an alternate similar goods on urgent basis without any delay and in this regard no extra charges shall be paid by the Client.
- vi) The firm will provide the price/unit rates inclusive of all applicable taxes.
- vii) In case of failure of providing good quality services on one month notice contract will be terminated.
- viii) The rates should be inclusive of all taxes and transportation cost or repair maintenance cost in case any breakage done by the time of inspection or during inspection any item is not up to the quality requirement that item will be replace without any cost by the firm
- ix) Duration of the contract would be up to July-September
- x) Inspection will be done by the designated technical/procurement team of the Ministry.
- xi) Invoice will be verified by the technical/procurement team.
- xii) Stock Registers will be maintained by the Procurement team/respective schools with the supervision of Technical/Procurement department Team.
- xiii) FDE will ensure quality of material delivery and inspection etc.
- xiv) Payment in advance is only on booking shipment mobilization against bank guarantee/Insurance bond.

PCU M/oFEPT

S.NO	NAME OF ITEMS/GOODS	QUANTITY
1	<p>Operating System: Chrome OS</p> <p>Processor / Chipset: (Cores: 4C, Frequency B/T: 1.8/3.4GHz, Cache: 4MB) / Chipset Integrated with processor</p> <p>Memory: 4GB LPDDR4</p> <p>Hard Drive: 32GB eMMC</p> <p>Display: 11.6" HD (1366x768)</p> <p>Camera: HD 720p with LED light and Privacy Shutter</p> <p>Bluetooth: 5.1</p> <p>Card Reader: MicroSD Multi-media Card Reader</p> <p>Audio: 1 Headphone out/Mic-in Combo</p> <p>Stereo Speakers: (1.5 W x 2)</p> <p>Wi-Fi: Integrated Wireless LAN (802.11ac)</p> <p>Battery: Standard with backup up to 10 Hrs</p> <p>Adapter: 45W USB-Type C</p> <p>Ports: 1PDxUSB-Type C, 2xUSB 2.0 & 3.1, 1xHDMI</p> <p>Warranty: 1 Years OEM Warranty</p> <p>Chrome OS must be pre-installed and auto update till 2029</p> <p>Only original & unused products are allowed under the ASPIRE, no refurbished equipment is allowed.</p>	1000

**ANNEX 3: Price Schedule
Forms Supplier Bid Form**

From:	<i>[Insert Supplier's name]</i>
Supplier's Representative:	<i>[Insert name of Supplier's Representative]</i>
Title/Position:	<i>[Insert Representatives title or position]</i>
Address:	<i>[Insert Supplier's address]</i>
Email:	<i>[Insert Supplier's email address]</i>

To:	Procurement Specialist ASPIRE
Purchaser's Representative:	
Title/Position:	Procurement Specialist /
Address :	M/OFEPT khyaban -e Suharwardy zero point Pakistan Manpower Building /Gate 3 Ministry of Federal Education & Professional training Islamabad
RFP/ BIDS Ref No.:	
Date of BID :	

Dear *[insert name of Purchaser's Representative]*:

SUBMISSION OF PROPOSAL/BIDS

1. Conformity and no reservations

In response to the above named RFQ we offer to supply the Services, as per this Proposal and in conformity with the RFQ. We confirm that we have examined and have no reservations to the RFQ.

2. Proposal Price

The Price Schedule is as under *[insert the total price of the offer in words and figures, indicating the various amounts and the respective currencies]*.

3. Proposal Validity

Our Proposal shall be valid until the 60 days in the RFQ, and it shall remain binding upon us and may be accepted at any time before it expires.

4. Not Bound to Accept

We understand that you reserve the right to:

- a.** accept or reject all Proposals and are not bound to accept the lowest evaluated cost Proposal, or any other Proposal that you may receive, and
- b.** Annul the RFQ process at any time prior to the award of the Purchase Order without incurring any liability to Suppliers.

On behalf of the Supplier:

Name of the person duly authorized to sign the Proposal on behalf of the Supplier: *[insert*

complete name of person duly authorized to sign the Proposal

Title of the person signing the Proposal: *[insert complete title of the person signing the Proposal]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* day of *[insert month]*, *[insert year]*