

## **Request for Proposal (RFP)**

|  |  |
|--|--|
| Project's Name:                          | Empowerment of SMEs through E-Commerce, Business Development, Developing and Managing the Value Chain in Gilgit Baltistan" |
| Tender No:                               | <u>KADO/02/01</u>  |
| Description:                             | <u>"Supply of Brand new Laptops, Furniture &amp; a Scanner.</u>  |
| Tender Closing/Submission Date and Time: | 11 August 2022 at 1:00 pm.   |
| Tender Opening Date and Time:            | 11 August 2022 at 1:30 pm.   |
| Contracting Entity:                      | Karakoram Area Development Organization (KADO)   |
| Place of Receiving and Opening Tender:   | Head Office KADO, Aliabad Hunza, Gilgit-Baltistan, Pakistan.   |
| Earnest Money:                           | 2.5 % of total amount quoted in favor of KADO.   |
| Tender Document Cost:                    | Rs.1,000/-   |

## **TENDER NOTICE**

Sealed bids are invited for the Tender No. KADO 1221-01, Subject: “Supply of Brand New Laptops, Furniture, Scanner for the Karakoram Area Development Organization (KADO) for one of its projects named; *Empowerment of SMEs through E-Commerce, Business Development, Developing and Managing the Value Chain in Gilgit Baltistan*” The project is supported by Export Development Fund EDF Ministry of Commerce Pakistan.

|    |                   |   |
|----|-------------------|---|
| 1: | Brand New Laptops | Intel Core i5, 11th Gen, 8 GB, 500GB        |
| 2: | Furniture         | High Back ergonomic Executive office Chairs |
| 3: | Scanner           | slim1680(A3) Scanner                        |

The bidders are required to submit both TECHNICAL PROPOSALS AND FINANCIAL PROPOSALS in TWO SEPARATE ENVELOPES in one package, clearly marked as “Technical Proposal” and “Financial Proposal” on each along with the Tender Number. Financial Proposal will be opened on acceptance of Technical Proposal based on the terms and conditions laid down in the Commercial Terms and Conditions and BOQ. The rejection of the Technical Proposal will lead to the disqualification of the bidder without opening Financial Proposal. Evaluation will be based on profile/experience of the supplier, technical specifications, warranty period/after sales services and the quoted price. Proposals required to be submitted with signature of the bidder and company seal. KADO reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. Incomplete tenders are liable for rejection without assigning any reason thereof.

Bids must be accompanied with a **Demand Draft of 2.5%** of total amount quoted in the name of “M/S KADO” as Earnest Money (refundable), without which the bid will be rejected.

The detailed tender document can be obtained from Head Office KADO, during office hours from Monday to Saturday.

Technical and Financial Proposals along with Demand Draft should reach Head Office of KADO within 15 days from the date of advertisement i.e. 11 August 2022 at 1:00 pm and will be opened on the same day i.e. 11 August 2022 at 1:30 pm in the presence of bidders. Proposals / bids received after the due date and time will not be considered.

**Address of the Head Office of KADO;**  
KADO, Head office, Aliabad Hunza, Gilgit-Baltistan.  
Tel: 05813-455816 & 2, Fax: 05813-455813,  
Email: kado@kado.net.pk, Website: [www.kado.org.pk](http://www.kado.org.pk)

# **BILL OF QUANTITY (BOQ)**

**Note:** Bidders must mention their proposed make/brand and delivery time in the following table

| S # | ITEM DESCRIPTION   | Total QTY | Quoted Brand name/ Country made in | Delivery time (in days) | Quoted Price (Including tax) |
|-----|--|-----------|------------------------------------|-------------------------|------------------------------|
| 1   | <b>Laptops (Core i5 11th Gen) HP or equivalent</b> <ul style="list-style-type: none"> <li>• Processor Intel Core i5 -11<sup>th</sup> Gen</li> <li>• CPU type; Core i5 or equivalent.</li> <li>• RAM: 8 GB</li> <li>• Memory, standard 8 GB DDR4-2400 SDRAM (1 x 8 GB) or equivalent</li> <li>• Hard Disk &gt;= 500-GB</li> <li>• Screen size; &lt;=15"</li> <li>• Display (1920 x 1080)</li> <li>• Operating system : DOS</li> <li>• Warranty Minimum One year (Local)</li> <li>• Generation 11th</li> </ul> | 10        |                                    |                         |                              |
| 2   | <b>High Back ergonomic Executive office Chairs</b><br>Ergonomic Design.<br>-> Lumber Support<br>-> Adjustable Armrests.<br>-> Comfortable Back Lock-able at Any Position Upto 140 Degree.<br>-> Chromed Plated Base with High-Quality Wheel Casters  | 13        |                                    |                         |                              |
| 3   | <b>Slim 1680(A3) Scanner</b><br>5 sec (Color Mode, 300dpi, A3) 3 sec (Grayscale / B&W Mode, 300dpi, A3)<br>- USB   | 1         |                                    |                         |                              |

## Commercial Terms and Conditions

| No | Terms and Conditions   |
|----|--|
| 1  | <p><b><u>Eligible Bidders</u></b></p> <p>1.1 The invitation for bidding is open to all those bidders, who are dealing in the Tender items applying for, since last 03 years at least.</p> <p>1.2 Name, address and incorporation of company document proof should be provided.</p> <p>1.3 Supplier should be GST registered (if not applicable please mention).</p> <p>1.4 Proof of the duration of work must be attached. In addition, last 03-years Bank statement of Company/ organization must be provided.</p> <p>1.5 List of companies, organizations may also be provided along with their contact persons, telephone and fax numbers to whom you have provided equipment during last 03- years.</p> <p>1.6 Previous unsatisfactory track record of bidder with KADO regarding provision of equipment and after sale services will not be eligible.</p> |
| 2  | <p><b><u>Prices</u></b></p> <p>2.1 Prices should be quoted for Gilgit-Baltistan basis.</p> <p>2.2 The price quoted should be firm and final without any ambiguity and should include all taxes, duties and transportation costs.</p> <p>2.3 All the prices will be quoted in PAK Rupees.</p> <p>2.4 Earnest money i.e. 2.5% of the total quoted price of tendered items including installation charges (if any) should be enclosed with the bids, in the name of M/s. KADO.</p> <p>2.5 Bidder should clearly mention the country of the origin of the equipment.</p> <p>2.6 Price of each item must be quoted separately.</p> <p>2.7 Price of each item/machine shall be on lot basis.</p>   |
| 3  | <p><b><u>Bid Validity</u></b></p> <p>Bids should be valid for 60 days from the date of opening of the bid.</p>   |
| 4  | <p><b><u>Time Schedule for submission of bid/Quotation</u></b></p> <p>4.1 Only sealed quotations will be accepted up till the given time at given place.</p> <p>4.2 Quotations should be submitted in sealed envelopes containing necessary information about the particular Tender Number.</p> <p>4.3 Bid opened, through email and fax will not be accepted.</p> <p>4.4 Bidders will quote the rates on their printed letters head / pad.</p> <p>4.5 Incomplete tender may result into cancellation of the bid.</p>  |
| 5  | <p><b><u>Opening of Tender</u></b></p> <p>5.1 The tender will be opened at given place, date and time in the presence of bidders and procurement committee.</p> <p>5.2 Financial proposal will be opened &amp; evaluated only on acceptance of technical proposal.</p> <p>5.3 The tender opening committee will resolve any queries raised by the bidders on the spot.</p> <p>5.4 The tender opening committee reserves the right to reject any or all bids without assigning any reason. Bidders cannot challenge any decision of procurement committee.</p>  |
| 6  | <p><b><u>Evaluation of Bids</u></b></p> <p>6.1. Incomplete bids will not be considered for evaluation.</p> <p>6.2. The evaluation of bid will be made both on the basis of technical and financial proposal.</p> <p>6.3. On the basis of complete evaluation &amp; ranking/recommendation of bidders will be made.</p>   |

|    |  |
|----|--|
| 7. | <p><b><u>Notification of award</u></b></p> <p>7.1. KADO has the right to purchase complete or selected items.</p> <p>7.2. Contract award is subject to approval of Competent Authority. After approval of competent authority on a later date, KADO will be able to notify the successful bidder in writing, issue a supply order and both will sign a legal contract for delivery of supplies and after sales service.</p>  |
| 8  | <p><b><u>Completion Period</u></b></p> <p>8.2. For successful bidders, preferable delivery time of items will be within 20 days from the date of signing of contract, however maximum delivery time should not exceed from 30 days.</p> <p>8.3. Successful bidders will be liable to pay 5% of the total cost/amount of supply order, in case the quoted delivery time, as agreed by the supplier, could not be met. Also if the supply is delayed for more than two weeks from agreed delivery period, it may lead to the cancellation of the contract and the earnest money will not be payable to the contractor.</p> |
| 9  | <p><b><u>Warranty</u></b></p> <p>9.1. Equipment will be accepted on proper warranty for a period of at least 12 months at Gilgit-Baltistan. In case of any defect during warranty period, contractor without any expenditure on KADO will replace the defect part or supply the new equipment.</p> <p>9.2. During the course of supply any damage or loss to the equipment due to any reason i.e. Natural calamity, fire, theft, accident etc. will be borne by the qualified supplier.</p>  |
| 10 | <p><b><u>Specifications</u></b></p> <p>Bidder will be responsible for detail technical specification for equipment as well as provision of services as per specification described in BoQ. KADO has the right to reject the proposal of the bidders if they provide specifications below than minimum standard as mentioned in BoQ. Original products will be accepted and product replicas will be rejected.</p>  |
| 11 | <p><b><u>Payments</u></b></p> <p>No advance payment will be permissible. 50% payment will be made on initial assessment within a week of delivering the equipment to the agreed locations and remaining 50% will be paid after full inspection of the items. In case of any negative deviation from the required specification KADO reserves the right to withheld the remaining payment until the supplier fulfills the Commercial Terms and Conditions as laid down in Clause 9 Para 9.1</p>   |
| 12 | <p><b><u>Delivery</u></b></p> <p>The equipment will be delivered/installed at the KADO office Hunza or Gilgit.</p>   |
| 13 | <p><b><u>Sub-Contracting</u></b></p> <p>The qualified bidder cannot sub contract the bid. In such a case, KADO has the right to cancel the contract at any time.</p>   |
| 14 | <p><b><u>Reputation and past experience of the Supplier</u></b></p> <p>The past reputation of the supplier will be a key determinant for the qualification of the bid. KADO has the right to cancel the bid without assigning any reason.</p>  |
| 15 | <p><b><u>Change in Quantity</u></b></p> <p>The procuring agency has the right to change the number of items as quoted in BOQ.</p>  |
| 16 | <p><b><u>Maintenance Contract</u></b></p> <p>The supplier is required to provide after sales service at Gilgit for a period of at least one year. The bidder will be responsible for the replacement and maintenance of the equipment within the specified time period agreed in the final contract.</p>   |

|   |  |   |   |  |   |   |  |  |  |   |
|---|--|---|---|--|---|---|--|--|--|---|
| 17  | <p><b><u>Basis for Award</u></b></p> <p>That Bidder will be preferred for the Tender award whose proposal represents the best value to the mentioned project of KADO after evaluation of the following criteria, with the weights applied accordingly:</p>   | <table border="1"> <tr> <td data-bbox="269 348 548 1003"> <p><b>1. Supplier Profile, Financial Strength &amp; Past Experience (15% Marks)</b></p> </td> <td data-bbox="553 348 1468 1003"> <p>a. Provide a complete profile of supplier</p> <ul style="list-style-type: none"> <li>i. Proof of the duration of work must be attached.</li> <li>ii. A written description of core specialization, expertise, operations, and total years of experience, along with experience of supplying the equipment mentioned in BoQ.</li> <li>iii. Provide the list of buyers, to whom similar supply orders have been made in the last 02 years (mention the name and complete address of buyers, nature / type of supply, number of units, etc).</li> <li>iv. Provide at least 02 positive past performance references of clients. This should include the last 3 procuring agency's remarks about the supplier's performance of after sales service and quality of supplies on their letter heads duly stamped.</li> </ul> <p>b. Provide copies of appropriate certificates / dealership/registration certificate; including</p> <ul style="list-style-type: none"> <li>i. Company's NTN Certificate (if applicable).</li> <li>ii. Company's Registration Certificate</li> </ul> <p>c. Last 02-years' Bank statement of Company/ organization must be provided which may show the transactions of similar volume.</p> </td> </tr> <tr> <td data-bbox="269 1010 548 1224"> <p><b>2. Technical Specifications (40% Marks)</b></p> </td> <td data-bbox="553 1010 1468 1224"> <p>a. Provide the complete specifications of the items as mentioned in BoQ.</p> <p>b. Provide any positive deviation (higher configuration if any) from the minimum specifications as mentioned in BoQ.</p> <p>c. Mention the country of origin, country of manufacturing and the brand name.</p> </td> </tr> <tr> <td data-bbox="269 1230 548 1591"> <p><b>3. After Sale Service &amp; Warranty (10% Marks)</b></p> </td> <td data-bbox="553 1230 1468 1591"> <p>a. Type of warranty offered and duration of the warranty period must be clearly mentioned in the proposal by indicating the parts, services, service point/place and logistics/transportation covered under warranty detail is required.</p> <p>b. Indicate the name of sellers of the spares and consumables of proposed equipment's.</p> <p>c. Provide the list of technicians / firms along with detailed address, who provide repair and maintenance services of the proposed items.</p> <p>d. Mention after sales service response time in days.</p> </td> </tr> <tr> <td data-bbox="269 1598 548 1703"> <p><b>4. Cost/Quoted Price (35% Marks)</b></p> </td> <td data-bbox="553 1598 1468 1703"> <p>a. Quote the price in financial proposal. 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| 18  | <p>Issuance of this solicitation does not in any way obligate KADO to award the tender nor does it commit KADO to pay for costs incurred in the preparation and submission of proposal. KADO reserves the right to make revisions to the content and make final decision on its own.</p>   |   |   |  |   |   |  |  |  |   |

**BIDDER PARTICULARS**

1. Name of the Bidder : \_\_\_\_\_

2. Address of the Bidder : \_\_\_\_\_

\_\_\_\_\_

3. Registration No: \_\_\_\_\_

4. Name & address of the contact person:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Date:

Signature with

Company Seal: \_\_\_\_\_

# *CERTIFICATE*

This has reference to your tender No. \_\_\_\_\_ for subject;

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**We confirm that, we have agreed to all the terms & conditions and other clauses of your above referred tender document.**

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

Signature  
With company Seal \_\_\_\_\_

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



## PRICE BID (SCHEDULE OF RATES)

Tender Enquiry No. \_\_\_\_\_ Date: \_\_\_\_\_

Subject: \_\_\_\_\_

\_\_\_\_\_

Name of Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

| S.<br>No                  | Make / Brand | Quantity<br>(A) | Rate inclusive of all<br>Taxes,<br>transportation,<br>insurance & duties<br>(PKR).<br>(B) | Total Amount<br>(PKR)<br>[A x B] |
|---------------------------|--------------|-----------------|---|----------------------------------|
|                           |              |                 |   |                                  |
|                           |              |                 |   |                                  |
|                           |              |                 |   |                                  |
|                           |              |                 |   |                                  |
| <b>Total Amount (PKR)</b> |              |                 |   |                                  |

Total Amount in words: \_\_\_\_\_

\_\_\_\_\_

Any free item bundled with main product (software etc.);

1.

- 2.
- 3.
- 4.
- 5.

Signature of the bidder with company stamp  
Date:

**Annexure D**

### **Certificate for Compliance of Configuration Quoted Against Recommended Configuration**

It is certified that the configuration quoted by us is equivalent or higher than the recommended configuration (**mentioned in BOQs**) of this tender document. If at any time it is found that the quoted configuration is less than the recommended configuration then KADO reserves the right to recover the full amount paid.

Signature of Bidder.....  
With Stamp

Date: .....

**Quoted Configuration and Deviation statement (if any)**

| Item | Tendered Configuration | Quoted Configuration | Deviation, if any | Reason of deviation |
|------|------------------------|----------------------|-------------------|---------------------|
|      |                        |                      |                   |                     |
|      |                        |                      |                   |                     |
|      |                        |                      |                   |                     |
|      |                        |                      |                   |                     |
|      |                        |                      |                   |                     |
|      |                        |                      |                   |                     |

Signature of the bidder with Company stamp:.....

Date: .....

## Technical Information on Warranty

### 1. Warranty:

| Details of Items | Duration of Warranty | Type of Warranty |
|------------------|----------------------|------------------|
|                  |                      |                  |
|                  |                      |                  |
|                  |                      |                  |

### 2. Existing Service Network

(a) Do you have provision to provide maintenance services in Gilgit-Baltistan? Yes / No

(b) How many days will you take to provide after sales maintenance services?

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(b) Are you capable of providing maintenance services at the following locations?

| S.No | Location    | Name & Address of contact Person | Contact No. |
|------|-------------|----------------------------------|-------------|
| 1.   | Gilgit city |                                  |             |
| 2.   |             |                                  |             |
| 3.   |             |                                  |             |
| 4.   |             |                                  |             |
| 5.   |             |                                  |             |
| 6.   |             |                                  |             |
| 7.   |             |                                  |             |

Note: The earnest amount deposited to the procuring agency will not be refunded to the bidder, if failed to provide timely after sales services.

## **Declaration of Transparent Procurement Process**

“We underscore the importance of a free, fair and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also underscore the importance of adhering to minimum social standards (“Core Labour Standards”) in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the country of Pakistan. We will inform our staff about their respective obligations and about their respective obligations and about their obligation to fulfill this declaration of undertaking and to obey the laws of the country of Pakistan.”

**Signature and seal of the Bidder / Supplier;** .....

**Date;** .....

**Signature & seal of the Recipient / KADO;** .....

**Date;**.....