



Ministry of Information Technology  
& Telecommunication

**DIGITAL PAKISTAN**

REQUEST FOR PROPOSAL  
PURCHASE OF LAPEL PINS FOR PSEB



REQUEST FOR PROPOSAL  
FOR  
PURCHASE OF LAPEL PIN'S  
NOVEMBER, 2024  
A (01)/PSEB/2024-47

Plot # 61, 06<sup>th</sup> Floor, New State Life Tower, Near Saudi Pak Tower, Jinnah Avenue, Blue Area, Islamabad

Email: [info@techdesdination.com](mailto:info@techdesdination.com) , Website: [www.techdestination.com](http://www.techdestination.com)



## CONTENTS

CONTENTS.....	2
PAKISTAN SOFTWARE EXPORT BOARD, AN INTRODUCTION .....	3
1. INSTRUCTION FOR BIDDERS .....	3
A. ELIGIBLE GOODS:.....	3
B. EVALUATION MANDATORY CRITERIA .....	3
C. BID PRICES .....	4
2. REJECTION OF BIDS .....	4
3. DELIVERY SCHEDULE AND QUANTITY.....	4
4. PROCUREMENT PROCEDURE .....	4
BID FORM .....	4
(On Letter Head of Company) .....	4
5. GENERAL TERMS AND CONDITIONS.....	5
7. MAILING ADDRESS: .....	6



## PAKISTAN SOFTWARE EXPORT BOARD, AN INTRODUCTION

Pakistan Software Export Board (PSEB) is the entity within the Government charged with the task of accelerating growth in the Information Technology (IT), and Information Technology enabled Services (ITeS) industry.

PSEB is a guaranteed limited company owned and funded by the Government of Pakistan. It is under the administrative control of the Federal Ministry of Information Technology and Telecommunications. It has a non-Executive Board of Directors chaired by the Federal Minister of IT and Telecommunications.

Through its many support programs, PSEB aims to help Pakistani IT companies and IT professionals obtain a more significant share of the global IT and ITeS Significance.

### 1. INSTRUCTION FOR BIDDERS

The bidders shall supply and deliver the below listed items of “Lapel Pins” for the financial year 2024-2025 to Pakistan Software Export Board (PSEB) after the signing of Purchase Order as per the specifications.

#### A. ELIGIBLE GOODS:

The quoted items must be genuine, brand new & as per specifications. The quoted products must also have their origin in eligible source countries.

#### B. EVALUATION MANDATORY CRITERIA

Bids shall comprise the following documents.

1. Bidder company profile, including physical presence of offices in Pakistan
2. Items/ Items should be quoted with required earnest money pay order/ demand draft of **amounting to Rs. 40,000/-** in favor of Pakistan Software Export Board. The pricing should be quoted as per format giving in bidding document.
3. Attach the valid sales tax and income tax registration certificate from FBR.
4. Valid Active Taxpayer List from FBR. Proof document attached.
5. Undertaking on stamp paper of Rs. 100/- that the company has never been blacklisted by any provisional or federal government department, agency, organization, or autonomous body anywhere in Pakistan.  
**(Eligibility Response Check List)**

Eligibility Check List				
Sr. #	Eligibility Criteria Details	Evidence / Proof Required	Attached supporting Documents / Proofs and Mark Yes or No	
			Yes	No
1	Bidder company profile, including physical presence of offices in Pakistan			
2	Items/ Items should be quoted with required earnest money pay order/ demand draft in favor of Pakistan Software Export Board. The pricing should be quoted as per format giving in bidding document.	The bidders must submit the bid security of <b>amounting to Rs. 40,000/-</b> of the total bid value in the shape of demand draft/ pay order from the schedule bank in the favor of Pakistan Software Export Board		
3	Attach the valid sales tax and income tax registration certificate from FBR.	Registration certificates		
4	Valid Active Taxpayer List from FBR. Proof document attached	(2023-24 tax returns copy required)		
5	Undertaking on stamp paper of Rs. 100/- that the company has never been blacklisted by any provisional or			



REQUEST FOR PROPOSAL  
PURCHASE OF LAPEL PINS FOR PSEB

	federal government department, agency, organization, or autonomous body anywhere in Pakistan			
--	--	--	--	--

Note: Bidders unable to fulfill the above-mentioned mandatory criteria and failure to provide the supporting documents shall be treated as disqualified and will not be considered for further evaluation.

Non-responsive and incomplete bids shall be returned instantaneously and bids will be rejected straight away of the respective bidders, the bidder with the lowest evaluated price bids to meet the meet the technical specification of the required product/products will be declared as most advantageous bid.

**C. BID PRICES**

The prices must be quoted in Pakistan Rupees (PKR); the quoted prices should include all applicable taxes & all applicable taxes will be calculated as per government law.

**2. REJECTION OF BIDS**

Pakistan Software Export Board reserve the rights to accept or reject the bids at any time of the bidding procedure under the Public Procurement Regulatory Authority (PPRA) rule # 33.

**3. DELIVERY SCHEDULE AND QUANTITY**

The delivery schedule expressed as days, weeks/months stipulates hereafter a delivery date which is the date of delivery at PSEB premises Islamabad. The quantities stated below are required quantities.

**4. PROCUREMENT PROCEDURE**

Pakistan Software Export Board shall use **Single Stage One Envelop procedure will be followed** under the Public Procurement Regulatory Authority (PPRA).

**BID FORM**

(On Letter Head of Company)

Name of the Bidder			
Status	Manufacturer <input type="checkbox"/>	Authorized Dealer <input type="checkbox"/>	General Trader <input type="checkbox"/>
Address of the office			
Year of Establishment			
Experience	More than 5 years <input type="checkbox"/>	More than 3 years <input type="checkbox"/>	More than 1 year <input type="checkbox"/>
Registration No. of Registrar Firms			
Registration Date			
NTN No.			
FBR Registration Date			
AGPR Vendor No.			
Bank Account No.			
Bank Name and Branch			
Name of Proprietors with CNIC Nos.			
Bid Security (Yes/ No)			

(Name, Signature, Stamp, and Date)


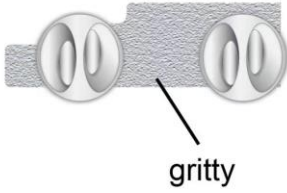


REQUEST FOR PROPOSAL  
PURCHASE OF LAPEL PINS FOR PSEB

5. GENERAL TERMS AND CONDITIONS

- a. Firm will be bound to supply/deliver the required items/ goods (lapel pin's) to PSEB office using its own transport.
- b. The Financial Proposal/ bid shall not have any over writings or cutting.
- c. The Bid Validity period shall be **90 days**.
- d. The successful firm(s) will have to provide performance bond equal to **5%** of the contract value against the items after receiving the Purchase Order.
- e. The earnest money of unsuccessful bidders will be refunded after completion of all the procedural requirements.
- f. In case the Bidder intends to withdraw its Proposal / Bid before opening of the Bids, the Bidder can do so through written application addressed to PSEB, PSEB shall allow the withdrawal of Bid without any consequences to the Bidder. However, after the Due Date and within the Bid Validity period, if the Bidder intends to withdraw from the procurement process the bid security shall stand forfeited in favor of PSEB.
- g. Substandard, refurbished and non-compliant to defined specifications item(s) will be rejected and performance bond will be confiscated by the PSEB at any stage after or during the supply.
- h. Supply should be made in proper packing.
- i. Single stage one envelope procedure will be followed.
- j. Vendor will be responsible for the delivering of items/goods on the said date within working hours.
- k. Unit price will be taken up to 2 decimal points. The total cost will be round-off. No advance payment will be made.
- l. Payment will be made after the receiving of complete quantity of the required items and delivery satisfaction of PSEB designated authority.
- m. If the delivered goods/ item's are not according to the required quality, standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to replace the same as per specifications mentioned in BoQ, otherwise the purchase order will be cancelled.
- n. Lowest financial bid conforming all technical specifications (100% compliance to the technical specifications) will be considered for the awarding of purchase order/ Contract.
- o. The PSEB reserve the right to increase or decrease the quantities of listed items
- p. **Bids should be submitted electronically ONLY through EPADS(PPRA). For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Team, Director MIS Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.**
- q. **The bids, prepared in accordance with the instructions in the bidding documents along with bid security instrument (Copy) & Proof of Eligibility documents as specified in bid documents in favor of the undersigned must be submitted through EPADS by 04<sup>th</sup> December, 2024 at 03:00PM. Bids will be opened in the presence of bidders or their authorized representatives on the same date at 03:30 PM at the following address.**
- r. **Note: Original Bid Security instrument MUST BE submitted to the under signed before closing hours of the bid submission time at below mention address.**  
**Note: Only those bids will be entertained who applied through EPADS <https://eprocure.gov.pk> . There is no prescribed bidding document fee.**

FINANCIAL PROPOSAL SHOULD BE QUOTED IN THIS FORMAT:

Sr.	specifications/Description	Qty	Unit Price	GST if applicable	Total Amount
01	<p>Lapel Pin Tech Destination logo Brass Material Matt silver finish With magnetic back Soft enamel coating With box</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>front</p>  <p>11.7 mm</p> <p>38.1 mm</p> <p>thickness: 1.5mm</p> <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #cccccc; border: 1px solid black; margin-right: 5px;"></span> nickel metal</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #ffffff; border: 1px solid black; margin-right: 5px;"></span> white(soft enamel)</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #0056b3; border: 1px solid black; margin-right: 5px;"></span> 7699 C(soft enamel)</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #00a651; border: 1px solid black; margin-right: 5px;"></span> 7465 C(soft enamel)</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #0070c0; border: 1px solid black; margin-right: 5px;"></span> 298 C(soft enamel)</li> </ul> </div> <div style="text-align: center;"> <p>back</p>  <p>gritty</p> </div> </div>	2000			

7. CONTACT INFORMATION:

**Manager Administration**

Pakistan Software Export Board (G) Limited,  
Plot # 61, 06<sup>th</sup> Floor, New State Life Tower,  
Jinnah Avenue, Blue Area, Islamabad  
Phone # 051-9215098