



Government of Pakistan

# OVERSEAS PAKISTANIS FOUNDATION

Ministry of Overseas Pakistanis & Human Resource Development

## REQUEST FOR QUOTATION

In order to achieve the objectives pertaining to e-Learning, the Overseas Pakistanis Foundation is seeking bids from potential bidders for supply of following equipment:

Lot	Equipment	Quantity	The details (specifications, general requirements etc.) are available in the document uploaded at tender section of OPF website <a href="http://www.opf.org.pk">www.opf.org.pk</a> . Hard Copy of tender document can also be collected from office of Additional Director (E-Learning) during office hours.
1.	Laptop	10	
2.	Multimedia Projector	09	
3.	UPS with Dry Batteries	09	
4.	Webcam	09	
5.	LED Screen	01	
6.	Interactive White Board	09	

All firms / organizations interested in RFQ must submit the following documents with their application:

- Documentary Proof that the Bidder possess minimum ten (10) years of experience in the field of supplying & installing of similar equipment and services.
- Proof OEM Relationship (Premium/Gold/Silver Partners or Distributor) of quoted equipment.
- Specific to Interactive White Board (IWB), the satisfactory reports/letters from at least 3 organizations where IWBs were supplied & installed
- The National Tax Numbers and Sales Tax Registration Numbers of the company and/or partners should also be indicated (Photo copies of concerned documents should be provided). Proof that the bidder's name is appeared in Active Tax Payers' list should also be provided.
- A certificate / affidavit that the firm / organization is not blacklisted by any Government / Autonomous Body and not engaged in corrupt or fraudulent practices (sample of affidavit available in tender document).

The tender shall be accepted in a single stage two envelope method. The bidder shall submit 'Technical' and 'Financial' proposal separately in a sealed envelope. The envelop shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters, otherwise the bids shall be rejected. The bids shall be submitted in a sealed package or packages in such a manner that the contents are fully enclosed and cannot be opened until duly opened.

The envelope marked as "TECHNICAL PROPOSAL" shall be opened publicly on **26.12.2017** at OPF Head Office, Shahrah-e-Jamhuriat, Sector G-5/2, Islamabad. The envelope marked as "FINANCIAL PROPOSAL" shall remain in the custody of procuring agency without being opened.

A **Bid Security @2%** of quoted amount including taxes shall be deposited in the forms of call deposit, Demand Draft (DD) or Pay order in favor of OPF Islamabad. The bid security shall be sealed in a separate envelope

The last date for the submission of documents is **26.12.2017 latest by 12:00 noon**. After **12:00 pm**, no proposal will be accepted. **The Technical Proposal will be opened at 12:30 pm same day on 26.12.2017.**

OPF reserves the right to accept or reject all the bids as per rule 33 of PPRA 2004.

**ADDITIONAL DIRECTOR (E-LEARNING)  
OVERSEAS PAKISTANIS FOUNDATION  
SHAHRAH-E-JAMHURIAT, SECTOR G-5/2, ISLAMABAD  
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# حکومت پاکستان اور سیز پاکستانیز فاؤنڈیشن



وزارت سمندر پار پاکستانیز و ترقی انسانی وسائل

## دعوت برائے کوٹیشن

ای۔ لرننگ سے متعلقہ مقاصد کے حصول کی خاطر، اور سیز پاکستانیز فاؤنڈیشن کو مندرجہ ذیل ایکوجمنٹ کی سپلائی کیلئے باصلاحیت بڈرز سے پیشکشیں مطلوب ہیں۔

لاٹ	ایکویپمنٹ	تعداد
1-	لیپ ٹاپ	10
2-	ملٹی میڈیا پروجیکٹر	09
3-	یو پی ایس مع ڈرائی بیٹریز	09
4-	ویب کم	09
5-	ایل ای ڈی سکرین	01
6-	انٹرا نیٹووائٹ بورڈ	09

مفصل (تقریحات، عمومی ضروریات وغیرہ) او پی ایف کی ویب سائٹ [www.opf.org.pk](http://www.opf.org.pk) کے ٹینڈر سیکشن میں اپ لوڈ کردہ دستاویز میں دستیاب ہیں۔ ٹینڈر دستاویزی ہارڈ کاپی ایڈیشنل ڈائریکٹر (ای۔ لرننگ) کے آفس سے بھی دفتری اوقات کار کے دوران حاصل کی جاسکتی ہے۔

RFQ میں دلچسپی کی حامل تمام فرمیں ادارے اپنی درخواست کے ہمراہ مندرجہ ذیل دستاویزات لازماً جمع کروائیں:

- دستاویزی ثبوت کہ بڈر ای نوٹس کے ایکوجمنٹ اور سرورسز کی فراہمی اور تنصیب کے شعبہ میں کم از کم 10 سالہ تجربہ کا حامل ہے۔
- درج کردہ ایکوجمنٹ کے OEM کے ساتھ تعلق داری کا ثبوت (پریمییم / گولڈ اسلور پارٹنریاڈ سٹریٹیجی)۔
- خصوصی طور پر انٹرا نیٹووائٹ بورڈ کیلئے (IWBs)، کم از کم ایسے 03 اداروں سے تسلی بخش رپورٹس / ایگزیکٹو جہاں IWBs فراہم اور نصب کئے گئے ہوں۔

- کمپنی اور یا پارٹنرز کے نیشنل ٹیکس نمبرز اور سیلز ٹیکس رجسٹریشن نمبرز بھی درج کئے جانے چاہئیں۔ (متعلقہ دستاویزات کی فونو کاپیاں فراہم کی جائیں) اس بات کا ثبوت کہ بڈر کا نام ایکونٹیکس بیئر زسٹ میں شامل ہے بھی فراہم کیا جائے۔
- سرٹیفیکٹ ایبیاں حلفی کہ فرم ادارہ کسی حکومتی / خود مختار ادارے سے بلیک لسٹ اور بدعنوانی یا دھوکہ دہی کے عمل میں شریک نہیں ہے۔ (بیان حلفی کا نمونہ ٹینڈر دستاویز میں دستیاب ہے)۔

ٹینڈر سٹیکل سٹیج، دو لگانہ طریق کار میں قبول کئے جائیں گے۔ پیشکش دہندگان "ٹیکنیکل" اور مالی تجویز "سر بہر لگانے میں علیحدہ علیحدہ جمع کروائیں گے۔ لگانوں پر "ٹیکنیکل تجویز" اور "مالی تجویز" واضح طور پر صاف الفاظ میں درج ہونا چاہئے، ورنہ پیشکش مسترد کر دی جائے گی۔ پیشکشیں ایک سر بہر سٹیج یا ٹیکسٹ میں اس طرح جمع کروائی جائیں کہ ان کے متن مکمل بند / خفیہ ہیں اور کھولے جانے تک دیکھے نہ جاسکیں۔

"ٹیکنیکل تجویز" درج کردہ لگانہ **26-12-2017** کو او پی ایف ہیڈ آفس، شاہراہ جمہوریت، سیکٹر 5/2، اسلام آباد میں پبلک کے روبرو کھولے جائیں گے۔ "مالی تجویز" درج کردہ لگانے، بغیر کھولے پر و کیورنگ ایجنسی کی تحویل میں رہیں گے۔ درج کردہ مالیت / رقم بشمول ٹیکسز کے 2% کے حساب سے بڈ سیورٹی ہیکل کال ڈیپازٹ / ڈیپانڈ ڈرافٹ (DD) بحق او پی ایف اسلام آباد جمع کروائی جائے۔ بڈ سیورٹی علیحدہ لگانے میں سر بہر کی جائے۔

دستاویزات جمع کروانے کی آخری تاریخ **26-12-2017** دو پہر **12:00** بجے ہے۔ **12:00** بجے دو پہر کے بعد کوئی تجویز قبول نہیں کی جائے گی۔ ٹیکنیکل تجویز اسی دن یعنی **26-12-2017** کو دو پہر **12:30** بجے کھولی جائے گی۔ او پی ایف، پی بی آر اے 2004 کے قاعدہ 33 کے مطابق تمام پیشکشوں کو منظور یا مسترد کرنے کا حق محفوظ رکھتی ہے۔

**ایڈیشنل ڈائریکٹر (ای۔ لرننگ)**

اور سیز پاکستانیز فاؤنڈیشن

شاہراہ جمہوریت، سیکٹر 5/2، اسلام آباد

فون: 051-9210154، فیکس: 9206783، ای میل: [education@opf.org.pk](mailto:education@opf.org.pk)



# **OVERSEAS PAKISTANIS FOUNDATION**

**MINISTRY OF OVERSEAS PAKISTANIS & HUMAN RESOURCE DEVELOPMENT,  
GOVERNMENT OF PAKISTAN**

**Request for Quotation (RFQ)**

**For**

**E-Learning Pilot Project**

**Supply of Interactive White Board & other IT Equipment**

**OVERSEAS PAKISTANIS FOUNDATION  
SHAHRAH-E-JAMHURIAT, SECTOR G-5/2, ISLAMABAD  
PHONE: 051-9210154, FAX: 051-9206783**

[www.opf.org.pk](http://www.opf.org.pk)

November 2017

# Table of Contents

Introduction.....	3
Scope of Work.....	3
SPECIFICATION .....	4
SUBMISSION OF PROPOSAL .....	5
UNDERTAKING (Sample).....	5
ELIGIBILITY CRITERIA.....	6
General Requirements.....	6
Proposals Submission.....	7
Mode of Delivery and Address.....	7

## Introduction

The Overseas Pakistanis Foundation (OPF) has been established under the Emigration Ordinance 1979 and registered on 8<sup>th</sup> July, 1979 as by Guarantee Limited Company under the Companies Act, 1913 (now Companies Ordinance, 1984, Section-42) for the achievements of objective as laid down in the Memorandum and Articles of Association (1979).

It is a public sector company, governed under Public Sector Companies (Corporate Governance Rules 2013) of Securities & Exchange Commission of Pakistan (SECP). The OPF functions under the administrative control of Ministry of OP &HRD, Government of Pakistan. Under the mandate, OPF manages 24 educational institutions established throughout the country including AJK, which are providing quality education to the children of Overseas Pakistanis from Pre-Nursery to Graduation level. It has two state-of-the-art colleges in Islamabad, i.e. OPF Girls College, F-8/2, which provides education from pre-nursery to graduation level, O & A level and OPF Boys College, H-8/4, which provides education from elementary level to intermediate level, O & A level. Some 17,000 students are studying in OPF Education System and 1,282 teaching and non-teaching staffs are employed at these institutions.

OPF has undertaken step to integrate technology in the teaching and learning process through the Information and communication Technologies (ICT) / e-learning enabled education system to cater the educational need of the children of Overseas Pakistanis by providing formal schooling through optimal use of technology at an affordable cost.

This Request for Question (RFQ) document to procure equipment that is required for launching the pilot project of e-Learning in 9 educational institutions located in different cities.

## Scope of Work

Education wing of OPF has carried out preliminary assessment and determined to launch the e-Learning pilot project in the following selected educational institutions of OPF. Moreover, online monitoring of e-learning activities will be carried out from OPF, head office, Islamabad.

- i. F-8/2 Girls College, Islamabad
- ii. H-8/4 Boys College, Islamabad
- iii. Girls Higher Secondary School, Rawalpindi
- iv. OPF Public School, Kalar Sedan
- v. OPF Public School, Sheikhpura
- vi. OPF Public School, Sanghar
- vii. OPF Public School, Quetta
- viii. OPF Public School, Hangu
- ix. Chatter OPF Public School, Kotli
- x. OPF Head Office, Islamabad – For Monitoring Purposes

Schools mentioned at i - iii are identified as '**Leading**' schools. The e-learning studio rooms will be established in these schools. The teachers of these schools will deliver lectures using Interactive White Boards and Power Point Presentations available in the Laptop. Students of schools mentioned at iv – ix will be attending lectures in online environment. The schools mentioned at iv-ix are labelled as '**Distant**' schools.

As part of e-Learning project, following equipment will be made available at each of the school and head office, OPF mentioned above. The minimum specifications of each equipment are mentioned below:

### SPECIFICATION

Lot	Equipment	Specs	*Quantity
1	<b>Interactive White Board</b>	Size: 75” or Above Technology: Infrared Touch way: Finger, pointer, or any other opaque object Multi Touch Capability Mounting Way: Wall mounting or Mobile stand (Optional) Interface: USB2.0 Power Supply: USB Associated Software	9
2	<b>Laptop</b>	7th Gen Core i7 Intel® Processor 8 GB RAM 1TB HDD **Windows 10 Original Operating System **Microsoft’s Original Office 365 including Skype for Business Collaboration Software	10
3	<b>Multimedia Projector (with installation kit)</b>	Brightness: 3000 - 3500 Lumens Native Resolution: SVGA 800 x 600 Power Requirements: 100 to 240 V AC Lamp Life(eco-mode): 6,000 hours	9
4	<b>UPS with Dry Batteries</b>	2 KVA with backup time of at least 1 hour	9
4	<b>LED Screen</b>	50” or above HDMI & USB supported	1

#### Note:

- Responding Organization (RO) can submit bid for only one lot (item).
- RO can submit bid for multiple lots (items)
- RO can submit bid for all lots (items)
- The technical and financial evaluation will be carried out separately for each lot (item)
- Successful Bidder (SB) will supply above equipment in Head Office, Islamabad
- SB will install LED at OPF, Head Office, Islamabad
- SB will supply and install UPS at each location
- SB will install Interactive White Board at each location and provide training to concerned staff on its usage and routine maintenance
- SB will install the Multimedia Projector at each location and provide training to concerned staff on its usage and routine maintenance
- SB will provide at least 1-year replacement warranty for each of the equipment. In case of the any issue arrives during warranty period, the same has to be resolved within 3-4

working days by supplying firm. In case the problem is not solvable, the firm will replace the equipment within week time.

- SB shall arrange to supply the equipment in accordance with specifications given in the technical bid within a period of 2-3 weeks. In case of any delay, liquidated damages (LD) of 1% per day maximum to 10% of the total order shall be charged. In case, SB fails to deliver even after the expiry of LD period, OPF reserves right to cancel the purchase order, confiscate the bid security and may blacklist the firm.
- SB shall only use licensed software and shall be held liable for any consequent action arising out of patent/intellectual property right violation and the Overseas Pakistanis Foundation / Head of Institution shall not be liable for any liabilities or damages arising thereof.
- Responding Organization (RO) may be called for demonstration of Multimedia Projector and/or IWB during the procurement process.

\* It will be sole discretion of OPF Management to decrease or increase the quantity required.

\*\* These laptops are being procured for OPF Schools. Bidder may like to explore the educational discounts offered by Microsoft for operating systems and Skype for business software.

## SUBMISSION OF PROPOSAL

The tender shall be accepted in a single stage two envelope method. The bidder shall submit 'Technical' and 'Financial' proposal separately in a sealed envelope. The envelope shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters, otherwise the bids shall be rejected. The bids shall be submitted in a sealed package or packages in such a manner that the contents are fully enclosed and cannot be opened until duly opened.

The envelope marked as "TECHNICAL PROPOSAL" shall be opened publicly at the date, time and venue mentioned in the bidding document and the envelope marked as "FINANCIAL PROPOSAL" shall remain in the custody of procuring agency without being opened.

Technical Proposals will be evaluated as per prescribed eligibility criteria mentioned in this document. Financial Proposals of only technically accepted bids shall be opened publicly at the date, time and venue communicated to the responsive bidders. The financial proposal of the bids found technically nonresponsive shall be returned un-opened to the respective bidders. **Lowest bid of each quoted lot (item) shall be awarded the Contract/Purchase Order (PO) for that bid.**

## UNDERTAKING (Sample)

Interested bidders shall submit their Technical and Financial proposals under sealed envelopes to the Office of Additional Director (E-Learning) in prescribed format. The Technical Proposal should be accompanied with proof of annual turnover. The proposal must be accompanied by a letter on the organization's letter head showing the full registered office address of the organization. It should be signed by an authority to commit the organization with relevant experience to a binding contract. The organization must quote the work Title and include the following declarations:

- i. I/WE have examined the information provided in your RFQ and offer to supply the equipment in accordance with requirements as set out in the RFQ.
- ii. This proposal is valid for acceptance within 03 months and I/WE confirm that this proposal shall remain binding upon us and may be accepted by you at any time before this expiry date.
- iii. I/WE confirm that there are no personal, financial and business activities that shall, or might, give rise to a conflict of interest, if we were awarded this assignment. Overseas Pakistanis Foundation reserves the right to reject any quotation which, in its opinion, gives rise, or could potentially give rise to, a conflict of interest.
- iv. I/WE confirm that the firm / organization are not or have not been the subject of any proceedings or other arrangements relating to bankruptcy or engaged in corrupt or fraudulent practices. Have not been convicted of any offence concerning professional misconduct.
- v. I/WE certify that hat the firm / organization is not blacklisted by any Government / Autonomous Body.
- vi. I/WE agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. I/WE confirm that, I/WE have the authority of **(name of organization)** to submit proposal and to clarify any details on its behalf.

	Signature:
	Name:
Date:	Designation:

### ELIGIBILITY CRITERIA

- i. Bidder should have minimum ten (10) years of experience in the field of supplying & installing of similar equipment and services.
- ii. OEM Relationship (Premium/Gold/Silver Partners or Distributor) of quoted equipment is mandatory requirement. The proof letter must be furnished by responding organization
- iii. Specific to Interactive White Board, the satisfactory reports/letters from 3 organizations (at least) where IWBs were supplied & installed

#### General Requirements

- The **National Tax Numbers and Sales Tax Registration Numbers** of the company and/or partners should also be indicated (**Photo copies of concerned documents should be provided**). Proof that the bidder's name is appeared in Active Tax Payers' list has to be provided.
- A **Bid Security** @2% of quoted amount including taxes will be deposited in the forms of call deposit, Demand Draft (DD), or banker's cheque in favour of OPF Islamabad. The bid security shall be sealed in a separate envelope.



- All proposal and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.
- Queries related to tender shall only be entertained one week prior to deadline.
- All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- The responding organization is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Government. The responding organization will be responsible for all taxes on transactions and/or income, which may be levied by government.
- OPF reserves the right to reject all bids as per rule 33 of PPRA 2004

### Proposals Submission

The complete proposals, technical and financial, should be submitted by 26.12.2017 12:00 noon at OPF Building, Shahrah-e-Jamhuriat, Sector G-5/2, Islamabad. Technical Portion of the bids will be opened on the same date at 12:30 pm.

The responding organization shall deliver three copies of the technical proposal each copy being physically separated, bound, sealed and labelled as “Technical Proposal” (one master and two copies, labelled as such on their respective envelopes). All three copies to be further bound in one envelope.

The responding organization shall deliver the financial proposal, bound, sealed and labelled as “Financial Proposal”

The Bid Security to be enclosed in a separate sealed envelope, labelled as “**Bid Security**”. Please ensure that bid security should not be in envelop of financial proposal, it should be in a separate sealed envelope.

### Mode of Delivery and Address

Proposals shall be delivered by hand or courier to reach the given address by the last date and time indicated for submission.

**PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**