



# **OVERSEAS PAKISTANIS FOUNDATION**

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

**Request for Quotation (RFQ)**

**For**

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

**OVERSEAS PAKISTANIS FOUNDATION  
SHAHRAH-E-JAMHURIAT, SECTOR G-5/2, ISLAMABAD  
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## INTRODUCTION & SCOPE OF WORK

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.

OPF has undertaken steps 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.

In above backdrop, OPF has recently launched e-Learning project for its following 10 educational institutions:

<b>S.#</b>	<b>Institute</b>	<b>Leading / Beneficiary Institution</b>
1	F-8/2 Girls College, Islamabad	Leading
2	H-8/4 Boys College, Islamabad	Leading
3	Girls Higher Secondary School, Rawalpindi	Leading
4	OPF Public School, Kalar Sedan	Beneficiary
5	OPF Public School, Sheikhpura	Beneficiary
6	OPF Public School, Sanghar	Beneficiary
7	OPF Public School, Quetta	Beneficiary
8	OPF Public School, Hangu	Beneficiary
9	OPF Public School, Kotli	Beneficiary
10	OPF Public Schook, Karachi	Beneficiary

*Online lectures are being conducted from institutions mentioned at serial numbers 1-3 while the students at other schools are receiving online lectures.*

In order to extend the scope of e-Learning across other countries, OPF intends to procure and install following equipment at **Pakistan International School, Nasriya (Riyadh, Saudi Arabia)**

S.#	Equipment	Specifications	Quantity
1	Interactive White Board	<ul style="list-style-type: none"> <li>✓ Size: 78” or Above</li> <li>✓ Technology: Infrared</li> <li>✓ Touch way: Finger, pointer, or any other opaque object</li> <li>✓ Multi Touch Capability</li> <li>✓ Mounting Way: Wall mounting or Mobile stand (Optional)</li> <li>✓ Interface: USB2.0</li> <li>✓ Power Supply: USB</li> <li>✓ Associated Software</li> </ul> Warranty: 2 Years	01
2	Multimedia Projector	<ul style="list-style-type: none"> <li>✓ Brightness: 3000 - 4000 Lumens</li> <li>✓ Native Resolution: SVGA 800 x 600</li> <li>✓ Power Requirements: 100 to 240 V AC</li> <li>✓ Lamp Life(eco-mode): 6,000 hours</li> </ul> Warranty: 1 Year	01
3	Laptop	<ul style="list-style-type: none"> <li>✓ 7th Gen Core i7</li> <li>✓ Intel® Processor</li> <li>✓ 8 GB RAM</li> <li>✓ 1TB HDD</li> <li>✓ Min 3USB ports (1x3.0,2x2.0)</li> <li>✓ Windows 10 Original Operating System with media</li> <li>✓ Microsoft’s Original Office 365 including Skype for Business Collaboration Software</li> </ul> Warranty: 1 Year	01
4	Wide Angle Camera	<ul style="list-style-type: none"> <li>✓ Max Digital Video Resolution: 1920 x 1080</li> <li>✓ Connection Type: USB</li> <li>✓ USB Protocol: USB 2.0</li> <li>✓ Auto Focus</li> <li>✓ Digital Zoom: 4x</li> <li>✓ Skype Compatible</li> <li>✓ Operating System Support: Windows 7 and later</li> <li>✓ Diagonal Field of View (FOV): 90°</li> </ul>	01
5	Set of Speakers	<ul style="list-style-type: none"> <li>✓ Frequency Range: 60Hz-20KHz</li> <li>✓ Power Consumption: 300W</li> <li>✓ Input Power: 5V (USB)</li> <li>✓ No. of Speakers: 02</li> </ul>	01

In above context, OPF intends to engage the services of firm that supplies and installs above mentioned equipment at **Pakistan International School, Nasriya (Riyadh, Saudi Arabia)**, OPF intends to award contract on **turn-key basis** i.e. engaging only one firm that supplies entire set of required equipment at above mentioned school located at Riyadh, Kingdom of Saudi Arabia. The interested bidder (i.e. firm) must consider following requirements before submitting its bid/proposal.

- (a) All the equipment is to be supplied and installed at **Pakistan International School, Riyadh at Nasriya (Riyadh, Saudi Arabia)** by one firm on turn key basis. However, the interested firm may form a joint venture with other firm to supply entire set of equipment. In the case of joint venture, the proposal must clearly mention the **Lead Firm**
- (b) Training on usage and routine maintenance of Interactive White Board and Multimedia Projector to designated staff has to be provided by successful bidder.
- (c) Training on usage of Skype for Business Software to designated staff has to be provided by successful bidder.
- (d) After training, successful bidder must be involved in 2-3 testing sessions for connecting with any OPF educational institution situated at Islamabad/Rawalpindi, Pakistan. This Islamabad/Rawalpindi based institution will be identified by OPF management later.
- (e) In the interest of firm, it is advisable that interested bidder may see the current setup of installed equipment at any of the beneficiary institutions mentioned above. Before going to selected school, interested bidder has to initially inform focal person designated by Education Division of OPF who will coordinate the visit of designated staff of interested bidder.

**Satisfactory Reports for Interactive White Board:**

- Specific to Interactive White Board, the interested firm/bidder will provide satisfactory reports/letters from 3 organizations (at least) where Interactive White Boards were supplied & installed by the firm/bidder

**Equipment Warranty:**

- Minimum Warrant Period required against each equipment is mentioned above. 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.

**Supply of Equipment:**

- Successful firm shall arrange to supply the equipment in accordance with specifications mentioned at above table within a period of 4 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, firm 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.

**Licensed Software:**

- It will be firm's responsibility to 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.

**Demonstration:**

- The firms may be called for demonstration of Multimedia Projector and/or Interactive White Board during the procurement process.

## 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 OPF 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 shall be awarded the Contract/Purchase Order (PO).**

### INSTRUCTIONS FOR SUBMISSION OF TECHNICAL & FINANCIAL PROPOSALS

- α The Bidder shall seal the **Original Technical Proposal** in an envelope duly marked as under:

**Envelope No. 1-Technical (Original)**

Original Technical Proposal for **E-Learning Project for Pakistani School at Saudi Arabia**

*[Name of the Bidder]*

*[Address & Phone Number of the Bidder]*

- α The Bidder shall seal the Duplicate Technical Proposal in an envelope duly marked as under:

**Envelope No. 2-Technical Proposal (Duplicate)**

Duplicate Technical Proposal for **E-Learning Project for Pakistani School at Saudi Arabia**

*[Name of the Bidder]*

*[Address & Phone Number of the Bidder]*

- α The Bidder shall seal the Original Financial Proposal in an envelope duly marked as under:

**Envelope No. 3-Financial Proposal:**

Financial Proposal for **E-Learning Project for Pakistani School at Saudi Arabia**

“DO NOT OPEN WITH THE TECHNICAL PROPOSAL”

*[Name of the Bidder]*

*[Address & Phone Number of the Bidder]*

- α The Bidder shall seal the Bid Security in an envelope duly marked as under:

**Envelope – 4: Bid Security**

Bid Security for **E-Learning Project for Pakistani School at Saudi Arabia**

“DO NOT OPEN WITH THE TECHNICAL PROPOSAL”

*[Name of the Bidder]*

*[Address & Phone Number of the Bidder]*

- α The Bidder shall again seal in a covering envelope the sealed envelopes of Original Technical Proposal, Duplicate of Original Technical Proposal, Original Financial Proposal and Bid Security, duly marking the envelope as under:

**Combined Envelope containing Original Technical Proposal, Duplicate Technical Proposal, Original Financial Proposal and Bid Security**

Bid/Proposal for **E-Learning Project for Pakistani School at Saudi Arabia**

[Overseas Pakistanis Foundation]

[Welfare Officer, E-Learning Unit, Education Division, OPF, 4<sup>th</sup> Floor, OPF Head Office, Shahrah-e-Jamhuriat, Sector G-5/2 Islamabad]

**Strictly Confidential**

Open on *[Last Date of submission of the Bid]*

*[Name of the Bidder]*

*[Address & Phone Number of the Bidder]*

- α The Proposals must be sent to the following address:

**[Welfare Officer E-Learning Unit, Education Division, Overseas Pakistanis Foundation (OPF), 4<sup>th</sup> Floor, OPF Head Office, Shahrah-e-Jamhuriat, Sector G-5/2 Islamabad]**

- α Any proposal received after the deadline for submission shall be returned unopened.



- α Initially, only the **ENVELOPE NO. 1-Technical** marked **TECHNICAL PROPOSAL** shall be opened and evaluated in a manner as per the evaluation criteria mentioned in this document; and proposals which do not conform to the specified requirements as listed in said document will be rejected.
- α The Technical Proposal should not include any financial information. A Technical Proposal containing financial information may be declared **non-responsive**.
- α During the technical evaluation, no amendments in the technical proposal shall be permitted;
- α The **ENVELOPE NO. 3- FINANCIAL PROPOSAL** of only technically qualified bidders shall be opened publicly at a time, date and venue announced and communicated to the technically successful bidders after completing the Technical Evaluation process;

## UNDERTAKING (Sample)

The firm must include the following declaration:

- 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. The bidder must submit the proof for this criterion. In case of Joint Venture, lead bidder's experience will be considered, therefore, the proof that lead bidder fulfills this criterion must be provided.
- ii. Original Equipment Manufacturer (OEM) Relationship (Premium/Gold/Silver Partners or Distributor) Certificate of following quoted equipment is mandatory requirement.
  - (a) Interactive White Board
  - (b) Multimedia Projector
  - (c) Desktop Computer

The bidder must submit separate certificate for each of the equipment mentioned above.

- iii. Specific to Interactive White Board, the satisfactory reports/letters from 3 organizations (at least) where Interactive White Boards were supplied & installed

## GENERAL REQUIREMENTS

- Proof that the bidder's name is appeared in Active Tax Payers' list has to be provided. In case of Joint Venture, proof of both companies is required.
- 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 DEADLINE (DATE & TIME)

**Date:31-05-2018, Time: 11:00 am**

## DATE AND TIME FOR OPENING OF TECHNICAL PROPOSAL

**Date:31-05-2018, Time: 11:30 am**

## 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**