RFQ for Laptop/Electronic Book

Date of Issue: - 11\textsuperscript{th} Feb, 2014 (Tuesday)

Last Submission Date: 26\textsuperscript{th} Feb, 2014 (Wednesday)

Bid Submission Time: - 11:00am (Sharp)

Bid Opening Time: - 11:30am (not early then)

NATIONAL UNIVERSITY OF MODERN LANGUAGES

Sector H-9, Islamabad

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Web: www.numl.edu.pk

Tel. No.: 051-9257642
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1. INTRODUCTION

NATIONAL UNIVERSITY OF MODERN LANGUAGES (NUML) is the leading linguistic public sector university. NUML is committed to its duty of social responsibility. In its continuing efforts to having an energy efficient campus, NUML has decided to modernize the lighting solutions in two of its campus buildings.

2. OBJECTIVE

Objective of this RFQ is to get financial quotations from pre-qualified bidders for Computational Resources. Under this category quotations are invited for laptop of described specification and for electronic books along with portal keyboards. These technical and financial quotations will be evaluated as per the PPRA 36(a) only from the pre-qualified firm of the specific category and the lowest bidder will be awarded the assignment.

3. RESPONSE REQUIREMENTS

The objective of response requirement is to provide qualified vendors with the information to submit their responses according to the PPRA 36 (a) rule. Vendors must follow the following requirements for their responses.

a. Response must be submitted on the date and time mentioned on cover page of this RFQ.
b. Singed and stamped proposal of each firm is required.
c. Compliance sheet must be filled and tick either Y (yes) or N (no) however any equipment/item may be asked for demonstration before the finalizing the procurement process.
d. After awarding the PO against the subject RFQ, the bidder may be asked to demonstrate the quoted equipment however any other design may be opted within the cost quoted in.

4. EVALUATION CRITERIA

a. The response will be evaluated as per the PPRA 36 (a).
b. The responses will be evaluated as per Technical Information Sheet and Financial Evaluation and proposals compliant with mandatory technical requirements will be shortlisted for evaluation.
c. Evaluation of the firms shall be based on the information provided in Proposal, as per technical information sheet however, NUML may seek further clarification from any of the participating bidders, at any stage during the evaluation process and after it, as deemed necessary.
d. Responses found compliant with this RFQ will be accepted.
5. **SELECTION PROCEDURE**

NUML’s intent in issuing this Tender Document is to award a contract to the lowest evaluated bid and best responsive Bidder who meets required standard of specifications and other factors. For selection PPRA 36(a) will be opted as per which Bidder to comply with the specification has mentioned in Technical Information Sheet however the lowest bidder will be selected for the project.

6. **GENERAL TERMS & CONDITIONS**

Following general terms & conditions apply on all potential bidders

a. The potential bidder must have been pre-qualified under the “Bidding of Pre-Qualification of vendors for IT setup (January 2014)”.

b. Compliance to the technical information is mandatory.

c. The Principal Accounting Authority (Rector) reserves the right to accept/reject wholly or partially any response or cancel the RFQ process altogether at any stage of the RFQ process without assigning any reason.

d. The decisions of NUML will be binding on all concerned and will in no case be challengeable at any forum or any court of law.

e. Responses are liable to be rejected if; they are not conforming to the terms, conditions and specifications stipulated in this RFQ document.

f. In case of work order or service order the equipment/service will be delivered at the desired site of NUML.

g. During the examination, evaluation and comparison of the responses, the NUML, at its sole discretion, may ask the bidder for clarifications of its response.

h. Responses submitted via email or fax will not be entertained.

i. All bidders indemnify NUML against all third party claims of infringement of patent trade mark, industrial design rights arising from use of the goods of any part thereof in Pakistan.

j. The specifications provided in the RFQ document are the minimum requirements of NUML. The potential bidder must meet or exceed these specifications.

k. NUML reserves the right to increase or decrease the quantity of equipment mentioned in Form A and remove an item completely if required.

Queries regarding this document and about the project shall be submitted in writing to:

<table>
<thead>
<tr>
<th>FAZAL-E-MALIK</th>
<th>SYED ALI RAZA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic Supervisor</td>
<td>Director (IT)</td>
</tr>
<tr>
<td>NATIONAL UNIVERSITY OF MODERN LANGUAGES</td>
<td>NATIONAL UNIVERSITY OF MODERN LANGUAGES</td>
</tr>
<tr>
<td>H-9, Islamabad</td>
<td>H-9, Islamabad</td>
</tr>
<tr>
<td>Phone: +92 (51) 9257646-50 Ext 297</td>
<td>Phone: +92 (51) 9257646-50 Ext 297</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:fazal.malik@numl.edu.pk">fazal.malik@numl.edu.pk</a></td>
<td>E-mail: <a href="mailto:saraza@numl.edu.pk">saraza@numl.edu.pk</a></td>
</tr>
</tbody>
</table>
7. TECHNICAL TERMS & CONDITIONS

a. Vendor must furnish all material required for the task completion in accordance of the NUML defined technical specifications.

8. PAYMENT TERMS & CONDITIONS

b. No payment shall be made in advance to the Contractor as mobilization advance except the approval of Competent Authority of request of bidder on some logic grounds.

c. 100% payment will be paid off after the complete delivery of equipment.

d. All payments shall be made through cross cheque in the Pak Rupees. Taxes will be deducted at source as per government rules at the time of payment.

e. If the progress of the work is not to the satisfaction of the Rector NUML then He has the right to cancel the order, get the work done from third party selected in accordance with the PPRA rules subject to the condition that if the first party has to pay any amount in excess of the agreed amount, the difference will be recovered from the second party.

9. CATEGORY – 2 (COMPUTATIONAL RESOURCES)

Laptop with Beg/Electronic Books with Portal Key Board

Technical Information Sheet Category – 2

<table>
<thead>
<tr>
<th>Equipment Required</th>
<th>Technical Specification</th>
<th>Compliance (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop – 1</td>
<td>IN3537-i5-4200U-6-500-DVD-RW-15.6&quot;-4Cell-UBT-U-1Yr with beg</td>
<td>Y</td>
</tr>
<tr>
<td>Laptop – 2</td>
<td>IN5537-i5 4200U-6-1TB-DVD RW-15.6&quot;-6Cell-UBT-2GB Graphic-1Y with beg</td>
<td>Y</td>
</tr>
<tr>
<td>Electronic Book – 1</td>
<td>Electronic Book with Retina Display and 128GB Storage + iOS 7.0 Software or above + Portable Keyboard Casing + Black Color</td>
<td>Y</td>
</tr>
<tr>
<td>Electronic Book – 2</td>
<td>Electronic Book mini with Retina Display, Wi-Fi + cellular + + iOS 7.0 Software or above + 64GB with Casing + Black Color</td>
<td>Y</td>
</tr>
</tbody>
</table>
Financial Information Sheet Category – 2

All Taxes Inclusive Price only

<table>
<thead>
<tr>
<th>Equipment Required</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop – 1</td>
<td>02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop - 2</td>
<td>02</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Book – 1</td>
<td>01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Book – 2</td>
<td>01</td>
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</tbody>
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10. FORM-C: TECHNICAL AND FINANCIAL EVALUATION

Technical and Financial evaluation will be done as per PPRA 36 (a) however the quoted solution must be compliant to the technical information sheet which is mentioned with above.