
REQUEST FOR QUOTATION

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| Country: | Pakistan |
| Project Name: | Digital Economy Enhancement Project (DEEP) |
| Implementing Agency: | Board of Investment (BOI) |
| Loan No: | IDA-75140 |
| Project ID No: | P174402 |
| Activity No: | PK-BOI-508987-GO-RFQ |

PROJECT IMPLEMENTATION UNIT (PIU)
Board of Investment

Prime Minister's Office
Board of Investment
SPECIFIC PROCUREMENT NOTICE
PROCUREMENT OF IT EQUIPMENT

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| Country: | Pakistan. |
| Name of Project: | Digital Economy Enhancement Project (DEEP) |
| Activity Name: | Procurement of IT Equipment (Laptops & Printer) |
| Activity Ref No. | PK-BOI-508987-GO-RFQ |
| Credit No: | IDA-75140 |
| Project ID: | P174402 |

Board of Investment (BOI) is the national Investment Promotion Agency of Pakistan. In line with the investment facilitation mandate, BOI has also been working on ensuring Ease of Doing Business in Pakistan and is in the process of developing a national single window for businesses i.e. Pakistan Business Portal (PBP). The development of Pakistan Business Portal is a part of the Digital Economy Enhancement Project (DEEP) which is funded by the World Bank Group. DEEP aims to promote the growth and development of the digital economy in Pakistan.

The DEEP-BOI intends to apply a part of the proceeds from this financing towards payments under the contract for the **Procurement of IT Equipment**, under the **PIU-Board of Investment (BOI)** through this **Request for Quotation (RFQ)**.

The Project Implementation Unit (PIU) for **PIU-Board of Investment (BOI)** invites sealed quotations for **Procurement of IT Equipment (Laptops & Printer)** from eligible local manufacturers or their authorized dealers/suppliers, registered with Income and Sales Tax Departments, as per the specifications and terms & conditions, provided in the Request for Quotation Document (**Annex-A & B**) or can be downloaded from website <https://invest.gov.pk>

The instant Procurement will be carried out under Request for Quotation (RFQ) method set out in the World Bank Procurement Regulations (Procurement Regulations of the World Bank for IPF Borrower, September 2023) and is open to limited eligible dealers/suppliers/bidders as defined in the Procurement Regulations.

Quotations must be delivered to the Project Implementation Unit (PIU), Board of Investment (BOI) office at the address given below, by or before **December 10, 2025 at 11:00 hours**.

Quotations submitted after prescribed time shall not be entertained.

Procurement Specialist
Project Implementation Unit (PIU), Board of Investment (BOI),
6th Floor, Kohsar Block, Pak. Secretariat (T.U.V), Islamabad, Pakistan
Phone No. +92 051-9207063

INSTRUCTIONS TO SUPPLIERS/BIDDERS

(a) Eligibility to Quote: Suppliers may be eligible to participate only if they:

1. Submit only one Quotation. Quotation submitted in violation of this rule shall be rejected.
2. Submit the Quotation within Due Date and Time.
3. The Quotation should be Signed and Stamped.
4. Submit quoted items as per the prescribed format attached in this RFQ clearly, mentioning the brand/ manufacturer and model.
5. Quotation must be substantially responsive to the requirements. Non-compliance of the criteria will result in rejection of the quotation.

(b) Qualification of the Supplier

To qualify for award of PO, a Supplier shall meet the following minimum qualifying criteria:

1. The prices quoted by the Bidder must be firm and final, with all applicable government taxes, duties, and levies clearly itemized as of the date of submission. If taxes are not specified, the quoted prices will be deemed inclusive of all prevailing taxes and duties.
2. The interested Bidder must be a manufacturer or authorized dealer/ supplier of required IT Equipment in Pakistan, with a minimum of **two (02) years** of experience.
3. To receive payments under the contract, bidder must be an active tax payer of Income & Sales Taxes. National Tax Number (NTN) and General Sales Tax (GST) Number with documentary proof shall have to be provided by the bidder to receive payments under the contract.
4. Discount/incentive/ Conditional quotations, if any, offered by Bidder, shall not be considered. Moreover, the Bidder should quote only one rate for each item as per specifications. No alternate model/quote or separate accessories shall be accepted.
5. The Company shall not reimburse any expenses incurred in the preparation and submission of Bids.
6. The interested bidders must not be blacklisted by any Government/ Semi Govt. organization or World Bank in Pakistan and no litigation is under way by any organization.
7. The interested bidders will be responsible for after sale services of the product for one (01) year during the warranty period.
8. Non-compliance of the criteria will result in rejection of the quotation
9. The Supplier guarantees that all goods delivered under this PO/Agreement are brand new, unused, and fully aligned with the specifications outlined in the RFQ. The Supplier assures that the goods are free from hidden defects or any issues stemming from design, materials, workmanship, or negligence.
- 10.No advance payment shall be made.
- 11.Payment shall be made upon satisfactory delivery, inspection and acceptance of goods by PIU-BOI.

12. All documents relating to the RFQ, Quotations and PO/Agreement shall be in the English language.
13. Each bidder shall satisfy himself before bidding as to the correctness and sufficiency of this RFQ Document, the rates and prices entered in the Price Schedule, which rates and prices shall except otherwise expressly provided in the contract, cover all his obligations under the contract and all matters and things necessary for the proper completion of the resulting contract agreement.
14. All bidders shall be governed by the provisions on Fraud and Corruption as defined in the World Bank Procurement Regulations for IPF Borrowers (September 2023).
15. The Supplier shall comply with the applicable Environmental and Social (E&S) standards of the Project, consistent with the World Bank's Environmental and Social Framework (ESF) and national regulations.
16. Payments on account of a Contract Agreement to successful Bidders shall only be made in Pakistani Rupees. Therefore, the rates quoted by the Bidders should be offered in Pakistani Rupees and shall be written in figures as well as words.
17. Payment shall be made in the Pakistani Currency (Rupees) of the Quotation and will be subject to the Government Taxes as applicable and set by the Government.
18. This PIU reserves the right to accept or reject all of the submitted quotations as per World Bank Procurement Regulations for IPF Borrowers, Goods, Works, Non-Consulting and Consulting Services.

(c) Validity of Rates/Quotation

Quotations shall remain valid for a period of **sixty (60) days** from the date of submission. If the last date falls on a holiday, the validity shall be stand extended to the first working day of the Company thereafter.

If the Bidder withdraws quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then the Bidder will be issued poor performance certificate and will be excluded from the list of suppliers for duration for which BOI may determine, appropriate.

(d) Eligibility Criteria

1. The bidder must have been local manufacturer or authorized dealer/supplier.
2. The bidder must be registered with the Income & Sales Tax Departments and must be in Active Taxpayers List.

(e) Quotation Submission Requirements

1. Quotations shall be submitted in sealed envelope, clearly mentioning the Package Title and Bidder's name and address.
2. The bidder must submit GST Certificate, NTN Certificates and proof of being in active taxpayers list.
3. Past Relevant Experience of minimum (2) two years of Similar Nature.
4. The bidder shall provide on a duly attested Judicial/Stamp paper an Affidavit (PKR 100/-) stating that the dealer/supplier has never been blacklisted by any Provincial Government / Federal Government/semi-government, Organizations, World Bank or any other donor funded agencies or Autonomous Body or Private Sector anywhere in Pakistan and that no litigation is under way against them.

5. The Bidder must submit the quoted rates using the format provided in **Annex-A**. The **Quotation Submission Form** (Annex-A) must be completed carefully, and all documentation should preferably be printed or written in permanent ink. Entries with lead pencil are not acceptable. Any alteration or correction must be duly initialled and stamped by the Bidder's authorized representative; otherwise, the quoted rates shall be considered non-responsive.

(f) Delivery of Supplies

1. Delivery shall be made within **15 days** after receipt of signed purchase order/contract.
2. All the expenses incurred during the transportation of supplies will be the responsibility of supplier/Bidder.
3. Delivery of supplies shall be made at Project Implementation Unit (PIU), Board of Investment (BOI), 6th Floor, Kohsar Block, Pak. Secretariat (T.U.V), Islamabad, Pakistan, Phone No. +92 051-9207063.

(g) Evaluation and Award of Contract

Bids determined to be substantially responsive to the eligibility criteria and technical specifications will be evaluated through a comparison of their prices, in addition to meeting the qualification requirements outlined in the RFQ Document. The bidder may quote item wise against each item; the price evaluation for each item will be carried out separately, and the most advantageous offer for each item will be considered for award. The award will be made to the offering the lowest evaluated price (most advantageous bid) that best meets the required standards and technical specifications while fully complying with all requisite information and documentation.

QUOTATION SUBMISSION FORM

To:

**The Project Director,
Digital Economy Enhancement Project (DEEP)
Board of Investment (BOI),
Phone No. +92 051-9207063**

We offer to execute the goods of items for the contract of **Purchase and Supply of IT Equipment** in accordance with the Terms & Conditions accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____). We propose to complete the goods described in the Contract within the delivery time from the date of signing of the contract.

Price (inclusive of all taxes) and Schedule for Supply:

| S/No | Item Name with detailed Specification | Qty | Unit Price (Exc. GST) PKR | GST (PKR) | Unit Price (Inc. GST) (PKR) | Total Price (Inc. GST) (PKR) |
|------|---------------------------------------|-----|---------------------------|-----------|-----------------------------|------------------------------|
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This quotation and your written acceptance will constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Supplier: _____

Address: _____

Phone Number: _____

Technical Specifications

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| 1 | Laptop | <p><u>Specifications:</u> Processor: Intel® Core™ 7 240H 10-Core Processor Generation: 13th Memory: 16 GB DDR5 RAM Storage: 512 GB NVMe SSD Display & Graphics: 14" WUXGA 1200 IPS 300nits Anti-glare Screen Resolution : 1920x120 Keyboard: Backlit Keyboard Accessories: Carry Case/Laptop Bag original Software: latest original Windows OS and registered Microsoft Office x360 pre-installed</p> <p><u>Warranty:</u> 1-Year Official Warranty</p> | 07 |
| 2 | Printer | <p><u>Specifications:</u> Type: LaserJet Printer Memory: 512 MB Monthly Duty Cycle upto 80,000 MaxPrint Speed: 40 ppm Automatic Duplex: Two-sided printing Print Resolution: 1200 x 1200 DPI Functions: Print, Copy, Scan, Fax Included: Toner Cartridge WiFi Connectivity</p> <p><u>Warranty:</u></p> <ul style="list-style-type: none">• 1- Year Official Warranty | 01 |

