

Public Sector Development Program (PSDP)
“Launching of STEM in Pakistan, Phase-I (Revised)”

**REQUEST FOR PROPOSAL (RFP) FOR PURCHASE OF OFFICE EQUIPMENT FOR
STEM PMU**

August, 2024

Pakistan Science Foundation
(Ministry of Science & Technology)
Islamabad

Note: This document contains 19 pages, it is the responsibility of the bidder to check and confirm the complete RFP document at the time of procurement.

Pakistan Science Foundation
(Ministry of Science & Technology)
Islamabad

STEM Teachers Training

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**PAKISTAN SCIENCE
FOUNDATION
1-CONSTITUTION AVENUE,
G-5/2 ISLAMABAD
(PSF Website www.psf.gov.pk)**

INVITATION TO BID

TENDER NOTICE

Pakistan Science Foundation (PSF), Islamabad, a funding organization for the development of Scientific and Technological Research for Socio-economic development and popularization of Scientific & Technological knowledge in the country STEM laboratory, project invites to apply on EPADS in **Single stage- single envelope** from contractors/ dealers, registered with Income Tax and Sales Tax Departments, Govt. of Pakistan and having names in Active Tax Payers list of IT & GST.

Bidding Documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification for rejection of bids, performance guarantee etc. are available on PSF website www.psf.gov.pk for the interested bidders.

RFP documents carefully prepared and applied on EPADS (Federal) as per provided instructions on or before the closing date (i.e. after 15 days of this advertisement/ publication) by 11:00 am. The Bids will be opened on the same day at 11:30 am in the PSF Committee Room, in the presence (physical/online) of the applied bidders. The advertisement is also available on PPRA website at www.ppra.gov.pk.

Only EPADS (Federal) registered bidders can apply for the tender. Applications other than EPADS will not be considered and entertained. Unregistered bidders shall register on EPADS (Federal) first and then apply for the tender through EPADS.

Project Director STEM,
Pakistan Science Foundation,
1-Constitution Avenue, G 5/Islamabad.
Tel: 051-9204033
Fax: 051-9202468

ii. Introduction

**Pakistan Science Foundation
(Ministry of Science & Technology)
Islamabad**

PSDP “Launching of STEM in Pakistan, Phase-I (Revised)”

1. Pakistan Science Foundation (PSF) is an autonomous body under the administrative control of the Federal Ministry of Science and Technology (MoST) and the executing agency for the Public Service Development Program “Launching of STEM in Pakistan, Phase-I, (Revised)”, approved by the Departmental Working Party of MoST, Govt. of Pakistan, Islamabad.

The main objectives of the PSF are.

- Promotion and funding of scientific research and related activities having the socio-economic needs of the country.
- Establishment of Science Centers, Museums, Herbaria & Planetaria.
- Promotion and Popularization of science through Mobile Science Exhibition, Science Fairs, Science Essay, Poster and quiz competitions, Inquiry Based Science Education (IBSE), Popular Science Lectures and the Establishment of Science Clubs in High Schools.

2. Launching of STEM in Pakistan, Phase-I (Revised): Primarily, the project is designed to achieve a knowledge-based economy by enhancing the capacity of Government sector schools across the country. The major objectives of the STEM project are;

- To officially launch STEM, the modern tool for the promotion of science and technology for Science, Technology, Engineering, and Mathematics Education in Pakistan. In the 1st phase, the project shall be launched initially in 50 Higher Secondary Schools/Cadet Colleges, 5 Universities across the country, and 1 at the Pakistan Museum of Natural History and the PSF Science Center Faisalabad (each) making a total of 50 Mini STEM FABLABs and 7 Hi STEM FABLABs and 1 at the PSF under STEM PSF Academy.
- To prepare a critical mass of science teachers as STEM mentors and Innovation Handlers, capable of harnessing the disruptive innovation coming out of FABLABS and transforming this phenomenon into socio-economic well-being.
- To introduce active learning methods that include communication, collaboration, problem-solving, leadership, and creativity.
- To prepare the youth for meeting the incumbent technological needs and challenges facing the country by preparing the 21st-century workforce through STEM.

iii. Instructions

1. **Procedure for Proposal:** Interested and well reputed firms, suppliers, companies, and manufacturers having names on the Active Taxpayers List (ATL) of IT and GST for the subject tender and shall complete and carefully prepare the proposal documents and submit in accordance with instructions in RFP documents in all respects submit proposal along-with relevant documents.

Procurement Process: Single Stage – Single Envelope Bidding Procedure will be adopted for selection of the firms/lowest bidder for the subject tender. Bidders should submit online via EPADS (Federal). The proposals shall be opened the proposal on the date and time mentioned in this tender document. All the received proposals will be evaluated, and no amendments or changes will be allowed in the proposals after opening. The contract would be awarded to the most advantageous (the lowest qualified) bidder.

Mode of submission of documents: The proposals should be submitted online through EPADS (Federal) within its stipulated closing date and time on or before 15 days of the advertisement of this tender. Phone: - (051) 9204033.

Opening of online submitted proposals: The received proposals through EPADS will be opened by the authorized committee (STEM Procurement Cell) on the same day in the PSF Committee Room, in the presence of the bidders who want to participate. Representatives present in the tender/bid opening meeting shall be marked on a physical/online attendance sheet evidencing of their presence. If any holiday is announced by the Government of “Force Majeure Situation”, the tender/bid will be opened on the next working day or as intimated by the PSF.

If a proposal is not substantially aligned to the terms & and conditions/particulars of this document, it will be rejected by PSF and may not subsequently be made responsive by the firm by correction of the non-conformity. A proposal once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of proposals.

Bidders/Firms will be informed, in due course, of the result of the evaluation of bids.

Bid Evaluation Criteria: Tender would be awarded to the firm, which confirms and complies with all the terms conditions, specifications and has quoted the lowest price for all item mentioned in scope of work on aggregate basis excluding taxes.

iv. **COVERING LETTER FOR SUBMISSION OF PROPOSALS**

To:
Project Director (STEM)
Pakistan Science Foundation
Islamabad.

Dear Sir,

We, the undersigned, offer to provide the services of our company/firm to Pakistan Science Foundation for **PURCHASE OF OFFICE EQUIPMENT FOR STEM PMU** as per details in the attached in accordance with your RFP documents.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Date:

v. Mandatory documents
(To be attached with the Proposal)

(Please attach and submit copy of this page with the Proposal after duly completing the “Response” Column along-with all the required documents)

#	Particulars	Remarks	Response Yes/No
1.	Covering Letter	Mandatory	
2.	Having offices in Islamabad/Rawalpindi with complete addresses & active landline and fax numbers	Mandatory	
3.	Complete Company Profile / Introduction of bidder's company/firm (including the name of Chief Executive, Partners, Director, and Professionals)	Mandatory	
4.	Copy of CNIC of CEO/Authorized person	Mandatory	
5.	Proof of having name in ATL of Income Tax (IT) & General Sales Tax (GST)	Mandatory	
6.	Affidavit declaring that the Bidder is not blacklisted by any Government department/agency and no inquiry is ongoing against the bidder in NAB (on Stamp paper worth Rs.50)	Mandatory	
7.	Experience in supplies of similar magnitude i.e. list of completed and ongoing contract/orders. Copies of Work orders/Job Completion certificate.	Mandatory	

I / we hereby confirm that required documents are provided with the Proposal and information contained in this proposal is correct and true.

Company's Stamp

Signature with date

vi. Financial Proposal (Separate Envelop/File)

Bidders are invited to submit their financial proposal for the specified “**purchase of office equipment for STEM PMU**” ensuring compliance with all codal formalities and regulations of PPRA/EPADS rules.

Sr. #	Description	Rate For Unit	Rate (Excl. Sales Tax)	Sales Tax Rate	Rate (Incl. Sales Tax)	Value in Rs.
1	<u>Laptops for STEM Pilot Academy:</u> Core i7 8th Gen, 500 GB SSD, 8GB RAM, Intel integrated graphics, Wi-Fi, Webcam, HDMI port, USB 3.0/2.0 ports, with Windows 11 Professional, 17” inch screen, 1 year manufacturer warranty. (hp company)	1				
2	<u>Desktop Computers:</u> Core i5 3.40GHz, 11th Generation, 8GB RAM, 500GB SSD, Led 19” Monitor, USB keyboard, USB Mouse, Ethernet and USB 3.0/2.0 Ports, DVD RW Drive, with Windows 11 Professional and 1 year manufacturer warranty.	1				
3	<u>Laser Jet Printers:</u> Laser jet Printer (B&W) 135A or equivalent, USB & Gigabit Ethernet LAN port, Two-sided automatic printing, Dual-band Wi-Fi with Bluetooth, 2-line LCD Control Panel Display, 100-sheet multipurpose tray 1, 250-sheet tray 2, 1 year manufacturer warranty. (hp company)	1				
4	<u>Photocopier:</u> Technology: Laser (Dry Toner Powder) Functions: Copier, Duplex Printer, color Scanner Printing Color: Mono Printing Size Max: Post Card to A3 Print Speed in A4: 20 PPM Print Resolutions (DPI): 600 PC Connectivity: USB wire, LAN Paper weight Min /Max GSM: 64 to 128 Memory Ram: 512 MB Duplex Print: Yes Duplex Scan DADF: Yes Tray (Sheets): 2 X 250	1				

	<p>Bypass (Sheet): 1 X 80</p> <p>Power Consumption in Watt: Approx. 1,500W</p> <p>Trolley: Optional</p> <p>Dimension (W X D X H) MM: 622 x 589 x 607</p> <p>Machine Weight: Approx.: 36 kg</p> <p>Cartridge Capacity (NPG 59): (@6% Coverage Area in A4): Black- 12000 Prints</p> <p>Drum Cartridge Life: 63700 Prints</p> <p>Printing Capacity Monthly: 20000 Prints</p> <p>Machine Life Approx.: 5 Lakh Or 5 Years.</p>					
5	<p><u>Color Laser Jet Printer/copier:</u></p> <p>Print, copy, scan, fax, LaserJet Pro 4101fdw or Equivalent</p>	1				
6	<p><u>Telephone and Fax:</u> Alcatel Corded Telephone Black, T76 EX or Equivalent.</p>	1				
7	<p><u>Paper Trash/Shredder Machine:</u> Durable steel cross cut paper with patented blading technology can shred up to 7 Sheets of A4 as a single pass with a speed of 2.3 Per minute.</p> <p>Big capacity 15 Liter wastebasket capacity for less frequent emptying.</p> <p>SKU: T0006896 or Equivalent</p>	1				
8	<p><u>Microwave Oven:</u></p> <p>DW-220 S SOLO Heating Microwave Oven Or Equivalent</p>	1				
9	<p><u>Refrigerator:</u></p> <p>9173WB e-Chrome Double Door Refrigerator Or Equivalent</p>	1				
20	<p><u>Water Dispenser with water filter/purifier:</u></p> <p>PEL 316 Premier Water Dispenser or Equivalent</p>	1				
11	<p>CCTV Cameras: Hikson or Equivalent 2 MP CCTV Cameras</p>	1				
12	<p><u>Digital White Board:</u></p> <p>Imported interactive Touch Smart board with one year Local warranty Smart Board Size 87"</p>	1				

	Multi touch 10 finger touch board. 2 Pens. 1 long Stick 1M. Smart Whiteboard Software. Brackets USB extension cable 5M long.					
13	Projector: Panasonic PT LMZ 460 Portable LCD 4600 Lumens 4K Projector or Equivalent	1				
14	AV System: Yamaha NS-F160 or Equivalent	1				
	Total					

I / we hereby confirm that required documents are provided with the Proposal and information contained in this proposal is correct and true.

Company's Stamp

Signature with date

vii. Format for Brief Introduction of the Bidder

#	Particulars	Response
1	Name of the Bidder/Firm	
2	Date of Establishment	-
4	Owner / CEO /Director Name	
5	NTN No.	
6	Mailing Address:	
7	Contact (Landline & Cell NO.)	
8	Fax No(s).	
9	Email Address	
10	GST No.	
11	Bank Name & Account No along with title of Account.	
3	Corporate Status	
12	Attachments :	Attach list of all documents attached with the proposals
13.	Any other relevant documents	Please attach

Company's Stamp

Signature with date

x. **List of Offices with Contact Persons**

#	Based at City	Partner / Concerned Officer	Contact Address	Contact No.

Use extra sheet in the same format (if required).

Company's Stamp

Signature with date

xi. Terms & Conditions: -

- i. Firms should quote their rates including all taxes.
- ii. The item must be delivered/installed at Pakistan Science Foundation 1- Constitution Avenue, G-5/2, Islamabad.
- iii. Procedure to be adopted: The tender will follow Single Stage Single Envelope Procedure. The details of the same may please be seen on PPRA Website. All the procedure of the Tender will be strictly adhered to PPRA Rules and through EPADS.
- iv. Earnest money in the shape of DD/Pay Order @ 2% of the bid in favor of Project Director STEM, Pakistan Science Foundation, Islamabad along-with Broacher/Technical Profile of the items offered for sale should be attached with the bid.
- v. The firm should not be blacklisted or involved in any litigation with any Govt. department. In this regard, affidavit of Stamp Paper may be furnished.
- vi. No transportation and carriage charges will be paid for delivery/installation.
- vii. Items/materials can be increased or decreased.
- viii. The Competent Authority reserves the right to accept or reject all or any Tender before acceptance.
- ix. Performance Security from the successful bidder of 5% of bid/invoice value would be applicable (wherever applicable), in the shape of bank guarantee may be furnished.
- x. The bid documents should be submitted online within 15 days of publication of this advertisement via EPADS. These bids will be opened on the same day at 11:30 am, which will be opened on the same date at 11:30 hrs. in PSF in presence of the bidders/ their authorized representatives if they care to do so.
- xi. Incomplete proposals or those received after due date and time will not be entertained.

Project Director STEM,
Pakistan Science Foundation,
1-Constitution Avenue, G 5/Islamabad.
Tel: 051-9204033
Fax: 051-9202468

ACCEPTANCE CERTIFICATE

I _____
OWNER/LEGAR REPRESENTATIVE OF M/S.

Hereby, confirm that terms & conditions mentioned in this Tender document are acceptable to me (as a whole) and I shall abide by these terms and conditions.

2. The supplied items/jobs done will be of the best quality/standard and as mentioned in the Tender Documents. I will be bound to replace any number of items/materials, if found sub-standard, unsatisfactory or defective, without any extra claim to PSF, Islamabad. If failed to do so I agree that PSF has the right to confiscate/forfeit the earnest money and may likely blacklist our firm.

Signature with seal:

(Owner/representative) (Attested copy attached)

Dated

CNIC No. _____

Phone No. _____ **(Attested copy attached)**

Cell No. _____

xiii. (LEGAL PART) *only for successful bidder. No need to submit this part.
SCHEDULE - F TO BID

1. (INTEGRITY PACT)
DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.

Payable by the suppliers of goods, services & works in contracts worth Rupees.10.00 Million or more

Contract No.: _____
Dated: _____
Contract Value: _____
Contract Title: _____

_____ [Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GOP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GOP through any corrupt business practice.

Without limiting the generality of the foregoing, [Name of Supplier] _____ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP, except that which has been expressly declared pursuant hereto.

_____ [Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GOP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

_____ [Name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GOP under any law, contract or other instrument, be voidable at the option of GOP.

Not with standing any rights and remedies exercised by GOP in this regard, _____ [Name of Supplier] agrees to indemnify GOP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GOP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP.

Name of Employer:

Name of Contractor/Supplier:

Signature: _____
[Seal]

Signature: _____
[Seal]

xiv. PERFORMANCE SECURITY BOND (Bank Guarantee)

Guarantee No. _____
Executed On _____
Expiry Date _____

(Letter by the Guarantor to Pakistan Science Foundation, PSF)

Name of Guarantor (Scheduled Bank in Pakistan) with address: _____

Name of Principal (Contractor) with address: _____

Penal Sum of Security (express in words and figures) _____

Letter of Acceptance No. _____ . Dated _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the (hereinafter called PSF) _____ in the penal sum of the amount stated above, for the payment of which sum well and truly to be made to the PSF, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has accepted the PSF's above said Letter of Acceptance for (Name of Contract) _____ for
the _____ (Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the PSF, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of the said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Clause 9, Remedying Defects, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We _____, (the Guarantor), waiving all objections and defenses under the Contract, do hereby irrevocably and independently guarantee to pay to the PSF without delay upon the PSF's first written demand without cavil or arguments and without requiring the PSF to prove or

to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the PSF's written declaration that the Principal has refused or failed to perform the obligations under the Contract, for which payment will be effected by the Guarantor to PSF's designated Bank & Account Number.

PROVIDED ALSO THAT the PSF shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the PSF forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above bounded Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Guarantor (Bank)

Witness:

1. Name _____ . Signature _____

(Title & Address)

Corporate Guarantor (Seal)

2. Name _____ Signature _____

(Title & Address)

Corporate Guarantor (Seal)