



INVITATION FOR BID

FOR THE PURCHASE AND SUPPLY OF LAPTOPS & TABLETS

BETWEEN

GREENSTAR SOCIAL MARKETING PAKISTAN (GUARANTEE) LIMITED

FOR

BHF PROJECT

FUNDED BY

USAID

INVITATION FOR BIDS (IFB):	130624-IT-0002
TO PROCURE:	Laptop & Tablets
DELIVERY TERM:	Karachi, Pakistan
ISSUANCE DATE:	June 13, 2024
LAST BID RECEIPT DATE:	June 28, 2024 6:00 P.M Local Time Karachi, Pakistan.

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Description:

Greenstar Social Marketing Pakistan (G) Ltd, Karachi invites proposals from GST / NTN registered authorized distributor/reseller/suppliers having a legal presence in Pakistan (Karachi) for “Purchase of Laptops & Tablets”

1.1 Scope of Work

The proposed procurement includes details as follows:

Technical Specifications:

S.#.	Item	Specifications	Qty
1	Laptop	HP ProBook 440 G9 Notebook PC Intel Core i7-12th Generation 16GB RAM DDr4 (8x8), 1 TB SSD, Integrated Intel Iris Xe Graphics 14" FHD Display, One-year official local warranty with Bag Pack / Equivalent	12 units
2	Tablets	Samsung Galaxy Tab A8 X200 4GB RAM 64 GB Storage, PTA approved Box Pack with one year warranty / Equivalent	25 units

To qualify for the tender, firms must address the entire scope outlined above and detailed in other sections of this document as well as any further communication issued in association with this IFB.

2. ACCEPTANCE:

The acceptance criterion for successful bids is defined in the following sections with details being provided for the bidding procedure to be followed for this tender by the Greenstar Social Marketing Pakistan, Karachi.

2.1 Instructions for Bidders

- 2.1.1 Bidding is open to all Bidders that meet the given minimum qualification criteria relating to previous experience, delivery capability, firms standing, etc., as stated in the IFB.
- 2.1.2 Any inquiry concerning this IFB and any return bid(s) must be submitted in writing, to be received sufficiently in advance of the Last Bid Receipt Date to permit a thorough and accurate response by GSMP. Such inquiries shall be sent to e-mail syedasim@greenstar.org.pk. GSMP is under no obligation to consider or respond to questions that are not received in a timely manner.
- 2.1.3 A bidder can submit only one bid as multiple bids and offers shall not be considered.
- 2.1.4 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser will in no case be responsible or liable for those costs.
- 2.1.5 Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the IFB. Failure to furnish all information required by the IFB or to submit a bid not substantially responsive in every respect will be at the Bidder's risk and may result in the rejection of its bid.
- 2.1.6 The bidder should quote a composite price inclusive of all taxes & duties for all required items etc.
- 2.1.7 The bidder should mention clear timelines as to when the all the required items would be delivered.
- 2.1.8 Top three successful bidders may ask to provide samples for the approval from the concerned.

2.2 Procedure for Submission of Bid

- For this tender ‘Single stage- one envelope procedure’ open competitive bidding shall be adopted
- Technical brochure of the offered Product (if any).
- Company profile with Income Statement or Annual report showing financial status, clientle list of the company.

3. GENERAL TERMS & CONDITIONS:

3.1 Validity of the Proposal

All proposal and price shall remain valid for a period of 30 days from the last date of bid submission. However, validity could be extended with mutual consent of the parties.

3.2 Delivery Timelines:

Clearly mention delivery timelines of the required items.

3.3 Penalty Clause:

The contract to be executed between GSM and the successful vendor will contain penalty clauses for delay in the delivery of the required items.

3.4 Currency:

All currency in the IFB shall be quoted in Pakistan Rupees (PKR).

3.5 Withholding Tax, Sales Tax and other Taxes:

3.5.1 The interested firms are hereby informed that the GSM shall deduct applicable tax(es) at the rate prescribed under the tax laws of land, from all payments. The firm will be responsible for all taxes levied by government from time to time.

3.5.2 After submission of GST invoice GSM will only pay the principal amount while GST amount exemption will be applied through USAID and it takes around 4 to 5 months for the decision from EAD after that we will provide exemption certificate / pay GST amount.

3.5.3 If the company imports these items directly and provide us GD & undertaking etc payment will be processed accordingly.

3.6 Submission Date & Address:

Last date for submission of sealed bid is **June 28, 2024** at the GSM’s address as follows:

SCM Department

Ocean Tower 8th Floor, G-3, Block 9,

K.D.A. Scheme # 5, Main Clifton Road,

Karachi- Pakistan.

3.7 Envelope:

On the top of the sealed envelope should be clearly mark “**Bids for Laptops & Tablets**”.

3.8 Disqualification:

The firm(s) who had defaulted in their PO’s/contracts to perform a contract awarded by GSM is not eligible to participate in the tender.

The firms who have not fulfilled their contractual obligation with GSM shall also not be eligible to participate in the Bid(s), unless they clear their dues along with penalties or fulfill their contractual obligations with GSM.

3.9 Earnest Money:

Earnest money @ **2% (refundable)** of the total amount should be submitted with the IFB in shape of “Pay Order/Demand Draft” in the name of “**Greenstar Social Marketing (Guarantee) Limited – Pakistan**” – NTN # 0913138-8.

3.10. Rights:

GSM reserve the right to accept or reject any or all tender(s) without assigning any reason thereof.

A. Appendix: Format for Financial Proposal:

S.#.	Item Name	Qty	Rate Each (PKR)	GST Each (PKR)	Rate with GST - Each (PKR)	Total Amount (PKR)
1	<u>Laptops</u> HP ProBook 440 G9 Notebook PC Intel Core i7-12th Generation 16GB RAM DDr4 (8x8), 1 TB SSD, Integrated Intel Iris Xe Graphics 14" FHD Display, One-year official local warranty with Bag Pack / Equivalent	12 Units				
2	<u>Tablets</u> Samsung Galaxy Tab A8 X200 4GB RAM 64 GB Storage, PTA approved Box Pack with one year warranty / Equivalent	25 Units				
Grand Total (inclusive of all taxes)						

Company Name: _____

Contact Person: _____

Designation: _____

Date: _____

Authorized Signature: _____

Company Seal _____