

REQUEST FOR QUOTATION

**BALUCHISTAN INTEGRATED WATER RESOURCES MANAGEMENT
AND DEVELOPMENT PROJECT (BIWRMDP)**

**PROCUREMENT OF FURNITURE AND OFFICE EQUIPMENT FOR
PROJECT MANAGEMENT UNIT**

(NOVEMBER - 2020)

BIWRMDP office 116/40A, Jinnah Town, Quetta.

**BALUCHISTAN INTEGRATED WATER RESOURCES
MANAGEMENT AND DEVELOPMENT PROJECT (BIWRMDP)**

Section 1

REQUEST FOR QUOTATION (RFQ)

No. BIWRMDP/RFQ/Goods/387

Date: 09th November, 2020

No of Pages: 16

To:

Name: _____

Address: _____

Subject: Request for Quotations for Purchase of Office Furniture and Office Equipment for PMU BIWRMD Project.

1. The Government of Balochistan has obtained a loan No. 5885-PAK from the World Bank for Water Resource Management & Development in the province and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this Request for Quotations is issued. This procurement process will be conducted in accordance with the **Shopping** method of procurement contained in the World Bank Guidelines: Procurement of Goods, Works and Non-consulting Services under IBRD Loans and IDA Credits and Grants by World Bank Borrowers, dated: January 2011, revised July 2014 and the procedures described herein.
2. The Implementing Agency Balochistan Integrated Water Resources Management and Development Project invites your quotation for **Supply of Office Equipment and Furniture** described in Section III, Specifications & Schedule of Requirements. For the purposes of any resulting Contract the Implementing Agency or their named representative shall be the Purchaser.
3. You are invited to submit your price quotation(s) as per specifications mentioned in Section III. Offerors are allowed to submit quotations for any one or Both lots. Evaluation and award will be on the basis of lot and contract will be awarded to the firm offering the lowest evaluated total cost.
4. Your quotation(s) must be marked "**Quotation for Supply of Office Equipment and Furniture**" and submitted to: Project Director, Balochistan Integrated Water Resources Management and Development Project, 116/40A, Jinnah Town, Samungli Road Quetta.
5. If applicable, your quotation should be accompanied by adequate technical documentation, catalogue(s) and other printed material or pertinent information for each item quoted.

6. Your quotation must reach at the address indicated in Para-4 above 12:00 Hours of 30th November 2020. Evaluation of quotations shall follow after the cut-off date for submission.
7. Your quotation(s) should be submitted as per the instructions contained in the Quotation Documents.

Prices: The prices should be quoted in Pak Rupees and should be inclusive of all supply charges and admissible taxes.

Evaluation And Award Of Purchase Order/Contract: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices, in addition to the eligibility requirements outlined in the Section-II of Quotation Documents. The Purchase Order will be awarded to the firm offering the lowest evaluated price and that meets the eligibility criteria.

Validity of the Offer: Your quotation(s) should be valid for a period of **30 days** from the date for receipt of quotation(s) indicated in Paragraph 6 above.

Section II Instructions for Preparing Quotations

1. **Scope of Procurement:**

BIWRMDP invites price quotations for procurement of Office Furniture as described in the Technical Specifications given in Section III. The successful supplier will be expected to complete the delivery within due course of time.

2. **Eligibility to Quote:** You are required to meet the following criteria to be eligible to quote:

- a) Should have at least three years experience in supplying office furniture
- b) Should be registered with Income Tax and Sales Tax authorities.

Following documents shall be required to be submitted to establish eligibility:

- a) Proof of registration with Income Tax Department and Sales Tax Department
- b) Company's profile containing list of clients supplied with similar furniture.

A supplier may only submit one Quotation, either individually, or as a partner in a joint venture. All Quotations submitted in violation of this rule shall be rejected. Partners in a joint venture shall be jointly and severally liable for the execution of the Contract.

4. **Contents of Quotation Documents:** The set of proposal documents comprises the documents listed below:

Section I	Invitation to Quote
Section II	Instruction for Preparing Quotations
Section III	Specifications
Section IV	Form of Quotation
Section V	Form of Contract Agreement
Section VI	Conditions of Contract

5. **Documents Comprising the Proposal:** The Quotation submitted by the Supplier shall comprise the following documents:

- (i) Form of Quotation (as per sample attached)
- (ii) Eligibility and Experience Information (Profile)
- (iii) Copies of taxation documents

6. **Price Quotation:** The Contract shall be for the whole supplies and shall be based on the unit and total price for fixed unit rate contract. Prices shall be quoted entirely in Pak Rupees. The Supplier shall fill in the rates and prices for all items of the Supplies described in the specifications. All duties, taxes and other levies payable by the Supplier under the Contract, shall be included in the rates, prices, and total price Quotation submitted by the Supplier. The rates and prices quoted by the Supplier shall be fixed for the duration of the Contract and shall not be subject to any adjustment on any account.

7. **Item-by-Item Commentary on the Technical Requirements:** The Offeror must provide an item-by-item commentary on the Implementing Entity's Technical Requirements, demonstrating the substantial responsiveness of the overall design offered to those Requirements
8. **Validity of Quotations.** The price quotation shall remain valid for the period of thirty (30) calendar days counted from the date of submission of Quotation. The Purchaser may request the Suppliers to extend the period of validity for a specified additional period. The Purchaser's request and the Suppliers' responses shall be made in writing or by fax or electronic mail. A Supplier may refuse the request for extension of Quotation validity in which case it may withdraw its Quotation without any penalty. A Supplier agreeing to the request for extension of Quotation will not be required or permitted to otherwise modify its Quotation.
9. **Language of the Quotation:** All documents relating to the Quotation and contract shall be in the English language.
10. **Preparation of Quotations:** The Supplier shall prepare one original of the documents comprising the Price Quotation as described in Clause 6 above, with the Form of Quotation, and clearly marked "**Original**". In addition, the Supplier shall also submit one copy which shall be clearly marked as "**COPY**". In the event of discrepancy between them the original shall prevail. The original and the copy of the Price Quotation shall be signed by a person or persons duly authorized to sign on behalf of the Supplier. All the pages of the Quotation (Price Quotation) where entries or amendments or corrections have been made shall be initialed by the person or persons signing the Price Quotation.
11. **Place and Deadline for Submission of Price Quotations:** The Price Quotations shall be delivered to the Purchaser at the address given in Paragraph 4 of the Invitation to Quote. Whereas the supplies are to be supplied to the mentioned office.
12. **Process to be Confidential:** Information relating to examination, clarification, evaluation and comparison of quotations and recommendation for the PO/contract award shall not be disclosed until the award to successful Supplier has been announced.
13. **Evaluation and Comparison of Quotations:** The Purchaser will award the Contract to the Supplier whose Quotation has been determined to be substantially responsive to the proposal documents and who has offered the lowest evaluated price quotation. In evaluating the quotations, the Purchaser will determine for each proposal the evaluated price quotation by adjusting the price quotation by making any correction for any arithmetic errors as follows:
 - (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
 - (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
 - (c) If a Supplier refuses to accept the correction, his Quotation will be rejected.
15. **Purchaser's Right to Accept Any Quotation and to Reject any or all Quotations:** The Purchaser reserves the right to accept or reject any quotation, and to cancel the process of competition and reject any or all quotations, at any time prior to the award of Contract, without thereby incurring any liability to affected Supplier(s).

16. **Purchaser's Right to Increase or Decrease Quantities:** The Purchaser, reserves the right to increase or decrease quantities of supplies.
17. **Notification of Award and Signing of Contract:** Results of evaluation would be known in a reasonable time, Suppliers are instructed not to approach the Purchaser after opening of quotations until the finalization of award. The Supplier whose Quotation has been accepted will be notified of the award by the Purchaser prior to expiration of validity period of Quotation, by registered letter. This letter will state the sum that the Purchaser will pay the Supplier in consideration of the supply, installation, and commissioning of the Supplies by the Supplier as prescribed by the Contract. The written notification of award will constitute the formation of Contract.
18. **Interpretation:** The purchaser is not responsible for any wrong interpretation of any clause of this document.

Section III Specifications

1. Technical Proposal

This part of the RFQ contains the detailed Terms of the Reference for required services.

2. Payment Criteria

Payment shall be made in the Pakistani currency (Rupees) upon successful delivery and installation of furniture and work (if any) carried out. The invoice will be subject to Govt. taxes as applicable and set by the Govt. of Pakistan. Submission of sales tax invoice is mandatory provided the cost of items includes the same.

3. Project Completion Timeline

The supplier is required to complete the supply and fixing within 6 weeks of issuance of Procurement Order or signed contract.

4. Warranty

The Supplier should warrant that the products supplied under Contract are new, unused, unaltered and they fully conform to the specifications given in this section. The supplier should further warrant that all Office Furniture supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Office Furniture at the place of delivery.

This warranty shall remain valid for six months and the supplier will provide full support during the warranty period

SCHEDULE OF REQUIREMENTS & SPECIFICATIONS

The delivery schedule expressed as days stipulates hereafter a delivery date, which is the date of delivery required.

S. No	Description	Required Delivery Schedule from the Date of Notification of Award	Delivery Site
01	Office Furniture and Equipment for PMU BIWRMDP	30 days after Signing of Contract/Issuance of Purchase Order	Project Management Unit ,

**SCHEDULE OF REQUIREMENTS & SPECIFICATIONS FOR PROJECT
MANAGEMENT UNIT OFFICE .**

S #	Item Description	Qty	Specification
1	Safety Locker	2	standard size digital lock
2	Executive Chair	1	Revolving Executive chair made in superior quality sheesham wood frame of cane base and hydraulic System having reclining and height adjustment features
3	Coffee Table	1	Coffee table 4'x1'.9" made of shesham wood with features matching the executive table, top made of Class a Shesham veneer polished in color of purchaser's choice.
4	Corner Table	2	Corner table 1'.9" X 1'X9" made of shesham wood with features matching the executive table top made of class a sheesham veneer polished in color of purchaser's choice
5	Window Shades	350 Sq.fts	Sun protecting window shades made of good quality fabric including rolling arrangement and fitting complete in all respect
6	Conference Table	1	Conference Table 8'x5'x2.5' as per approved design, top made of class A Shesham veneer at least ¾" thick, Supports made of double veneer sheets separated by wooden frame all polished in a color of purchaser's choice
7	Conference chair	6	Conference chair with seat and back foamed covered with superior quality leatherite of approved color, steel base fitted with imported high quality wheels and hydraulic system having up & down and reclining features.
8	Partitions	100 Sq.fts	7' high partitions made of 8mm grooved thick lasani sheets fixed over 2"x2" partat wood frame enamel painted in color of purchaser's choice
9	Table Glass	1	S/ffing of 5mm polished and tapered glass for executive table 7'x3'
10	Table Glass	1	S/ffing of 2mm polished and tapered glass for office table 5'x2.5'
11	Steel Cabinet	6	Lockable steel cabinet 3'-0"x1'-3"x 6'-0' made of 22 guage steel sheet having partitions as per selected design
12	Revolving Computer Chairs	6	Medium back revolving Computer Chair seat made of foam covered with fabric back made of strong fabric net having a five pronged fiber/plastic/ steel base fitted with imported high quality wheels and hydraulic system with up & down reclining features

13	Almirah	6	Storage Carbinet 2'-6"x1-6"x6' sides and back made of shesham veneer front coved with lockable glazed hung doors of shesham wood/veneer all polished in a color of manufacturer's choice
Lot No 2			
1	UPS for Computers	4	APC 650VA Battery Backup UPS
2	Sofa three-Seater with center Table	1	Three-seater executive sofa as per approved design made in solid wood, seat and back made of form all sofa covered with superior quality leatherier color of purchaser's choice
3	Carpeting Rooms	2050 Sq.fts	wall to wall plan carpet medium Good quality color of purchaser's choice
4	Samsung Smart tv	1	Samsung 65 Inch Premium 4K UHD Smart LED TV (65NU8000)
5	Stabilizer	1	20 KVA 3 Phase with Fitting and Servomotors
6	Mic	2	M220(2 Pcs), (dimensions(mm)125*125*35), battery capacity2600 mAh, Bluetooth Distance 10m (33 Ft) Voice input Bt, USB, AUX, Dongle Voice Out AUX Meeting with Upto 16 People (2 pCS) Taik Time10 H
7	Printer A4	1	Light Duty A4 or equivalent size laser printer of up to 21 ppm.

Delivery Time: _____days

Validity: _____days

**Section IV
Form of Quotation**

Date: ____/____/2017

To:

The Project Director,
Balochistan Integrated Water Resources Management and Development Project,
House No. 18-B, Jinnah Town, Samungli Road Quetta.

We offer to execute the supply and fixing of the Office Furniture as per Specifications in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____(amount in words and numbers) (_____).

We propose to complete the Supplies described in the Contract within a period of _____ (words and number)_____calendar days from the Start Date.

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: _____

Fax Number, if any: _____

Section V – Form of Contract Agreement

AGREEMENT

This Agreement, made the _____ day of Nov, 2020, by and between

The **Project Director**,
Balochistan Integrated Water Resources Management and Development Project,
House No. 116/40A, Jinnah Town, Samungli Road Quetta.

Hereinafter called “The **Purchaser**” and

(Name and address of Supplier hereinafter called “The **Supplier**”) of the other part.

Whereas the Purchaser is desirous that the Supplier executes supplies and fixing of the Office Furniture as per specifications and prices given in Annexure A to this agreement and the Purchaser has accepted the Quotation/Quotation submitted by the Supplier for the installation and commissioning of such Supplies and the remedying of any defects therein over a period of one year as offered by the manufacturer.

Now this Agreement witnessed as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to execute and complete the Supplies and remedy any defects therein in conformity in all respects with the provisions of the Contract.
3. The Purchaser hereby covenants to pay the Supplier in consideration of the supply, installation and commissioning of the Supplies and the remedying of defects wherein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof the parties thereto have caused this Agreement to be executed the days and year first before written

Was hereunto affixed in the presence of:

Signed, and Delivered by the
Said

In the presence of:

Signature of the **Purchaser**: _____

Signature of the **Supplier**: _____

Section-VI Conditions of Contract (CC)

1. Definitions: Boldface type is used to identify the defined terms

(a) **The Contract** is the Contract between the Purchaser and the Supplier to execute, complete, and maintain the Supplies as specified in the specifications or in other sections of the Contract. The name and identification number of the Contract is given in the Invitation to Quote.

(b) **The Supplier** is a person or corporate body who's Quotation to carry out the Supplies has been accepted by the Purchaser.

(c) **The Supplier's Price Quotation** is the completed document (Invitation to Quote together with attachments) submitted by the Supplier to the Purchaser.

(d) **The Contract Price** is the price stated in the **Letter of Acceptance** and thereafter as adjusted in accordance with the provisions of the Contract.

(e) **Days** are calendar days; **months** are calendar months.

(f) **A Defect** is any part of the Supplies not completed in accordance with the Contract.

(g) **The Required Completion Date** is the date on which it is required that the Supplier shall complete the Supplies. The Required Completion Date may be revised only by the Purchaser by issuing an extension time or an acceleration order in writing.

(h) **Specification** means the Specification of the Supplies included in the RFQ/PO/Contract and any modification or addition made or approved by the Purchaser.

2. **Language and Law.** The Contract shall be in the English language. The law governing the Contract shall be the applicable law(s) of the Government of Islamic Republic of Pakistan.

3. **Communications.** Communications between parties that are referred to in these Conditions shall be effective only when made in writing. A notice shall be effective only when it is delivered.

4. **Supplier's Risks.** The risks of personal injury, death, and loss or damage to property and adjacent property (including, without limitation, the Supplies, materials and equipment) are Supplier's risks.

5. **Supplies to be completed by the Completion Date.** The Supplier shall commence execution of the Supplies on the Start Date and shall carry out the Supplies in accordance with the **work schedule** agreed between Supplier and Purchaser, as updated with the approval of the Project Supervisor, and complete them by the Required Completion Date.

6. **Defects.** The Purchaser shall give notice to the Supplier of any violation of Terms and Condition in PO or RFQ for Defects before the end of the Warranty Period, which begins at completion of supplies. The Warranty Period shall be extended for as long as Defects remain uncorrected. Every time notice of a Defect is given, the Supplier shall correct the notified Defect within the length of time specified by the Purchaser. If the Supplier has not corrected a Defect within the time specified Purchaser will assess the cost of having the Defect corrected, and the Supplier will pay this amount, or the Purchaser shall recover these amounts by deduction from the amounts due to the Supplier.

7. **Payments.** The Purchaser shall pay the Supplier the amounts as per following schedule:

On Acceptance: 100 percent of the Contract Price shall be paid within fifteen (15) days of receipt of the office furniture & fixing and upon submission of claim, supported by the acceptance certificate issued by the Purchaser.

8. **Taxes.** The Supplier is responsible for all taxes in accordance with the laws of Islamic Republic of Pakistan. In case of tax exemption, valid tax exemption certificate shall be furnished with documents.

9. **Force Majeure:** Either party may terminate the Contract by giving a thirty (30) days notice to the other for events beyond that party's control, such as Wars, earthquakes, floods, fires, etc.

10. **Resolution of Disputes:** The Purchaser and the Supplier shall make every effort to resolve amicably by direct negotiations any disagreement or dispute arising between them under or in connection with the Contract. In case of further disagreement either party can take the matter to arbitration in accordance with the Arbitration Act of 1940.

Signature of the **Purchaser:** _____

Signature of the **Supplier:** _____