

Request for Proposal (RFQ)
RFQ PK-RQ-0546
Procurement of Computer Equipment

Release Date: 18th April 2023

For: Ipas-Pakistan

Instructions to Offerors

1. **Offer Deadline:** Offers must be received no later than **05:00 PM PST on Thursday, 28th April 2023** by ipaspakistan@ipas.org or courier service (**Ipas-Pakistan Office PO Box 1140**) mentioning office contact details (office address, landline number and email address, and office/company website if any). Any offer received after the mentioned deadline will not be considered.
2. **Specifications:** Section 2 contains the specifications/requirements.
3. **Quotations:** Prices must be quoted item wise, all-inclusive basis (including: insurance, inspections, transportations, etc.). **The quoted price should be inclusive of GST.** Offers must remain valid for a period of 30 days.
4. **Negotiations:** Best-offer quotations are requested. It is anticipated that awards will be made solely on the basis of these original quotations; however, Ipas reserves the right to conduct negotiations and/or request clarifications prior to awarding a contract.
5. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the technical specifications and requirements, and is judged to be the most advantageous in terms of delivery, lowest cost and technical/specification acceptability of product.
6. **Terms and Conditions:** Issuance of this RFQ does not in any way obligate Ipas-Pakistan to award a purchase order, nor does it commit Ipas – Pakistan to pay for costs incurred in the preparation and submission of a proposal. Any resultant award or lease will be governed by these terms and conditions. ***In case of sole distributor of the required product, mention and attach copy of the sole distribution certificate.***
7. **Sample Approval:** Sample of the required product will be produced by supplier & will be marked to applied commodity during physical verification. Samples are required to be submitted by the vendor at the time of submission of the quotation & some can be collection after 7 days of bid closing time.
8. **Delivery:** Supplier must provide shortest delivery time possible & clearly mention lead time in quotation.
9. **Late Delivery:** Will be imposed under the following conditions & payment deduction/cancellation of purchase order will be made upon the below criteria. **Maximum delay will be catered 20 days.**
 - Percentage of contract price per day of delay – **0.5%**
 - Max. no of days of delay – **20 Days**
 - Next course of action after 20 days of delay - **Cancellation of PO**
 - ***Please note that in case of severe immoral law & order situation, supplier must inform us by email & telephone to avoid deduction & also has to mention the latest delivery date.***
10. **Invoicing & Mode of Payment:** Upon the acceptance of the contract deliverables described in Section 2, the company shall submit an original invoice to the Ipas office, Islamabad for payment.
After company deliverables & invoice. The payment will be made through cheque within 15 working days.
To constitute a proper invoice, the invoice must include the following information:
 1. Company legal name, NTN & STN number, subcontract number, invoice date, and invoice number.
 2. Deliverable(s) number, description of approved deliverable(s), and corresponding fixed price(s).

2. Specifications/Requirements

Section 2 contains the specifications and requirements are as below:

No	Items	Specification	Qty.
1	Camera: Canon EOS 77D	<p>OPERATING SYSTEM COMPATIBILITY OS Windows VERSION Windows 10 / 8.1 / 8 / 7 (With Microsoft .NET Framework 4.5 is installed) [24] Mac OS X 10.9 / 10.10 / 10.11 / 10.12 LENS LENS MOUNT EF Mount including EF-S FOCAL LENGTH MULTIPLIER Equivalent to 1.6x the focal length of the lens PHYSICAL SPECIFICATIONS PRODUCT DIMENSIONS (WxHxD) 131.0 x 99.9 x 76.2 mm PRODUCT WEIGHT INPUT-1 Approx. 540 g OPERATING HUMIDITY RANGE 85 % or less humidity OPERATING (CIPA testing standard, including battery and memory card)</p> <p>IMAGE SENSOR LOW-PASS FILTER Built-in/Fixed SENSOR CLEANING EOS integrated cleaning system COLOUR FILTER TYPE Primary Colour IMAGE SENSOR TYPE 22.3 mm x 14.9 mm CMOS EFFECTIVE PIXELS: STILL IMAGES Approx. 24.20 megapixels</p>	03
2	Multimedia Recommended Model: Acer X1228H DLP Projector	<p>Image: Native Resolution 1024 x 768 Maximum Resolution 1920 x 1200 Standard Mode Brightness 4800 lm Native Aspect Ratio 4:3 Compatible Aspect Ratio 16:9 Contrast Ratio 20,000:1 Throw Ratio 1.94 to 2.16 (51" @78.74") Digital Zoom 2x Maximum Vertical Sync 120 Hz Maximum Horizontal Sync 100 kHz</p>	01

		<p>Minimum Vertical Sync 24 Hz Minimum Horizontal Sync 15 kHz Color Supported 1.07 Billion Colors (30-bit) Lamp Technical Information: Projection System DLP Projection Method Front Rear Ceiling Rear Ceiling Video Compatibility NTSC PAL SECAM HDTV EDTV SDTV Computer Compatibility Windows PC Mac PC</p>	
3	LED TV SAMSUNG 43" T5300 SMART	<p>Product Type LED Series 5 Display Screen Size 43" Resolution 1,920 x 1,080 Ultra Black N/A Screen Curvature N/A Smart Service Samsung SMART TV Smart Operating System Tizen™ Bixby N/A Voice Interaction N/A Far-Field Voice Interaction N/A Alexa Built-in N/A Google Assistant Built-in N/A Works with Google Assistant N/A</p>	01

*Above rates should be inclusive of GST.

Advance Payment: **Not Applicable**

Delivery Time: 04 days after issued of PO

Price Validity: 30 days

Mode of Payment: check payment

11. Offer Summary

Business name: _____

Address: _____

Registration status: _____

NTN number: _____

Owner's name: _____

CNIC number: _____

Telephone #: _____

Does the business have an active bank account? *(Circle one)* YES NO

Offerors are requested to complete the following table regarding per-unit pricing (inclusive of delivery price)

Description	Unit	Quantity	Quotation/Price

12. Letter of Submission

The following letter must be completed and submitted with any offer:

To: Ipas-Pakistan PO Box 1140
Reference: RFQ No. PK-RQ-0546

To Whom It May Concern:

I hereby present the enclosed proposal in response to the above-referenced RFQ.

I hereby acknowledge and agree to all of the terms and conditions, special provisions, and instructions included in the above referenced RFQ. I further certify that the business named below—as well as the business' principal officers and all commodities/services offered in response to this RFQ—are eligible to participate in this procurement under the terms and conditions of this solicitation.

I certify the following: "The business named below, to the best of my current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts."

The prices quoted in this offer are valid for 30 days after closing of the submission deadline.

I hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete, to the best of my knowledge.

Business name

Name and title of authorized representative

CNIC Number

Signature

Date