



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

No. T# 21/15-16

Invitation to Bid

The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the Pakistani securities markets, corporate sector, insurance industry and non-banking financial sector etc.

The Securities & Exchange Commission of Pakistan invites sealed bids from suppliers registered with Income Tax and Sales Tax Departments for:

Supply of Laptops

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/rejection of bids etc. against above requirement(s) is/are available for the interested bidders from the undersigned and can also be downloaded from www.secp.gov.pk/procurement.asp free of cost.

The bids prepared in accordance with the instructions in the bidding documents, must reach undersigned on or before May 10, 2016 at 1500 Hrs and will be opened on the same day at 1530Hrs.

M. Ubaidullah Khalid – Asst. Director (Admin)
4th Floor, NICL Building, 63 Jinnah Avenue, Islamabad
Tel: 9207091-4 Ext 444
Email: ubaidullah.khalid@secp.gov.pk

Terms and Conditions for Bids and Bidders

1. **Tender Identification Number: TENDER # 21 / 15-16**

2. **The Procurement Agency is:**

Securities and Exchange Commission of Pakistan

4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area,
Islamabad.

3. The Securities and Exchange Commission of Pakistan (SECP), setup in pursuance of the Securities and Exchange Commission of Pakistan Act, 1997 is an apex regulatory authority mandated to regulate and supervise the Pakistani securities markets, corporate sector, insurance industry and non-banking financial sector etc.
4. The Securities and Exchange Commission of Pakistan invites sealed bids from the principal's authorized dealers/distributors/partners/resellers based in Pakistan and having offices in all major cities of Pakistan and registered with sales tax department, having national tax number (NTN) for

“SUPPLY OF LAPTOPS”

through

SINGLE STAGE TWO ENVELOP METHOD

5. Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial Bid and the technical Bid. The envelopes shall be clearly marked as “FINANCIAL BID” and “TECHNICAL BID” in bold and legible letters.
6. Initially, only the envelope marked “TECHNICAL BID” shall be opened publically. The envelope marked as “FINANCIAL BID” shall be retained.
7. After the evaluation and approval of the technical Bid, financial Bids of the technically accepted Bids only will be opened at a time, date and venue announced and communicated to the Bidders in advance. Financial Bids of unsuccessful bidders (technically) will be returned.
8. Relevant details plus terms and conditions of the invitation may be obtained from the undersigned personally or by visiting the SECP website:
○ www.secp.gov.pk/procurement.asp
9. The bid validity period shall be 150 days.
10. The amount of the bid and earnest money shall be in Pak rupees. The Earnest money shall be submitted in a third sealed envelope with the technical bid. The bids should be accompanied by earnest money (refundable) for an amount equal to 5% of the total quoted price (inclusive GST, if applicable) in shape of either pay order, demand draft valid for not less than 6 months in favor of **Securities and Exchange Commission of Pakistan, 4th Floor, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.** Bids

not accompanied by earnest money will not be entertained.

11. The earnest money of successful bid will be retained and that of other bidders will be returned.
12. If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the earnest money will be forfeited in favor of the SECP, Islamabad.
13. It is of utmost importance that bids should be submitted very carefully and the instructions set forth above, scrupulously complied with, failing which the offer will be ignored.
14. The language of the bid is English and alternative bids shall not be considered.
15. Amendments or alterations/cutting etc., in the bids must be attested in full by the person who has signed the bids.
16. In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as best evaluated bidder. In case selected bidder is not willing to supply on quoted amount then earnest money submitted with the bid will be forfeited in favor of the Commission.
17. Bids shall be evaluated as per evaluation criteria prescribed in the bidding documents. Bids complying with following mandatory requirements shall only be considered for technical evaluation:
 - a. Provision of Income Tax Certificate
 - b. Provision of Sales Tax Certificate
 - c. Copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals.
 - d. Provision of minimum two Purchase Orders for supply of at least 50 laptops each in Pakistan.
 - e. Provision of proof of delivery within delivery time and contact details where supplied against the above purchase orders (ref: clause 17 d).
 - f. Provision of customer satisfaction certificates for satisfaction on after sale services/warranty claims regarding supplies made against the above Purchase Orders (ref: clause 17 d).
 - g. Provision of Technical details/brochures and literature pertaining to the offered laptops must be submitted with the bid.
 - h. Provision of Certificate with the bid that the equipment to be delivered shall be new and in no case used or refurbished. The component of the equipment should be assembled by the manufacturer.
 - i. Provision of certificate that the equipment shall be arranged through **legal channels** by providing all duties/taxes (if any) levied the government and towards this end, copies of the shipping documents shall be deposited.
 - j. Provision of Certificate that successful bidder shall submit original **Bill of Entry** and Packing list at time of delivery of equipment.

18. The prices quoted shall correspond to 100% of the requirements specified. The prices quoted by the bidder shall not be adjustable. Changes or revisions in rates after the opening of the bids will not be entertained and may disqualify the original offer.
19. The rates must be quoted strictly in accordance with our documents and Annex(s). In the event of non-acceptance of offer no intimation will be given to the individual bidder.
20. Discounts (if any) offered by the bidder shall be part of the bid.
21. Bidder must have regular place of business, telephone numbers and email address and must provide proof of their existence in the particular business.
22. Bidder must submit an affidavit with the bid that the bidder is not blacklisted by any organization.
23. Only registered suppliers who are on Active Taxpayers List (ATL) of FBR are eligible to supply goods/services to the Commission.
24. If any supplier is not in ATL then his payment shall be stopped till he files his mandatory returns and appears on ATL of FBR.
25. Items included in Compulsory Certification Scheme of PSQCA shall be duly certified by an accredited laboratory and fulfill necessary conditions of PSQCA, as applicable.
26. The right to accept, reject and cancel any offer without assigning any reason is hereby reserved. The SECP's decision will be final and binding in all matters relating to this invitation.
27. The SECP is not bound to accept the lowest bid and reserves the right to accept full or partial supplies offered and bidders should supply the same at the rates finalized between the agency and the bidder.
28. SECP reserves the right to cancel this invitation and reject all bids at any stage of the bidding process.
29. Comprehensive warranty & onsite support for mentioned years shall be given for the equipment at Islamabad, Karachi, and Lahore offices (if applicable).
30. All software based items contains installation and configuration and end user orientation which is responsibility of the supplier (if support is not provided by the Principal).
31. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
32. The quantities required may vary according to SECP requirement.
33. The end user License, end user warranties and end user support services will be in the name of SECP for all equipment and software loaded on the equipment delivered.
34. A copy of valid authorized agency/partnership/dealership/distributorship certificate from their principals is to be submitted with the bid in case of any such claim.

35. The bidders do not have the option of submitting their bids electronically. Telegraphic and conditional bids will not be accepted. Unsealed bids will not be entertained.
36. Sealed bids may be dropped in the tender drop box placed at Ground Floor of the NIC Building, 63 Jinnah Avenue, Islamabad.
37. Clarification if any on the technical requirement may be obtained from:
 o ubaidullah.khalid@secp.gov.pk
38. The bids received after the due date and time will not be entertained.
39. Successful bidders shall be bound to supply ordered equipment/laptops within the delivery period. In case of late delivery, late delivery (LD) charges equivalent to 1% (of the PO Value) per week shall be imposed and deducted from the payment. However, imposed penalty shall not exceed 10% of the PO value.
40. The place of destination is: **Securities and Exchange Commission of Pakistan**, NICL Building, 63 Jinnah Avenue, Blue Area, Islamabad.
41. The envelopes shall bear the following additional identification marks:

| | |
|-------------------|---|
| Bid for: | “Supply of Laptops” |
| Firm Name: | XYZ Firm |
| Attention: | Assistant Director, Admin, 4th Floor NICL Building, 63 Jinnah Avenue Blue Area, Islamabad |

42. The deadline for the submission of bids is:
Date: May 10, 2016
 Time: 1500Hrs

43. The bid opening shall take place at:

Securities and Exchange Commission of Pakistan
 NICL; Building, 63 Jinnah Avenue, Blue Area,
 Islamabad
Date: May 10, 2016
 Time: 1530Hrs

A statement “Not to be opened before 1530 Hrs on Date: May 10, 2016” shall be clearly mentioned on the top of the sealed bid.

Note:

- The attachment details are as under

- | | |
|--|------------------|
| 1. Terms of Reference – Requirement Number 1 | Annex “A” |
| 2. Terms of Reference – Requirement Number 2 | Annex “B” |
| 3. Evaluation Criteria for requirement No. 1 (Qty. 290) | Annex “C” |
| 4. Evaluation Criteria for requirement No. 2 (Qty. 10) | Annex “D” |

- If the above terms and conditions are acceptable then bids must be submitted well in time and according to the requirements.

Terms of Reference – Requirement Number 1**Quantity Required against Requirement Number 1 (Quantity 290)****Technical Specifications of required laptops against 290 are as under:**

| | | |
|----------------------------|---|--|
| Category: | Professional Business Series laptops (Attach proof from Principal/Manufacturer) | |
| Operating System: | Windows: Version: | Microsoft Windows 10, x64 Professional edition |
| Processor: | Make: Generation: CPU Speed: Cache: Cores: Threads: DMI: | Intel Core i3 Gen 6 or later Min 2.3GHz or higher Min 3MB Min 2 Min 4 DMI3 |
| RAM: | Capacity: Type: | 8GB Single SODIMM Min DDR4 or better @ 2133-SDRAM or better |
| Storage: | Capacity: Disk type: | Min 256GB or greater Only M.2 SATA or SSD SATA3.0 (6.0Gbps) |
| Keyboard: | LED-backlit keyboard | |
| Display: | Size: Resolution: | 14” FHD (Min 1920 x 1080) LED-backlit |
| Wireless: | Protocol: Bluetooth: | Min 802.11AC (1x1) Min Ver 4.0 or better |
| Network: | Ethernet: | Integrated Gigabit Ethernet card |
| Expansion Features: | USB 3.0: HDMI: | Min 2 ports 1 x HDMI |
| Camera: | Camera: | Integrated, HD Camera |
| Battery: | Battery: | Min 6-cell battery |
| Warranty: | Laptop: Charger: Battery: | 1-year Standard 1-year Standard 1-year Standard |
| Carry Case: | Carry Case: | Standard similar brand Carrying Case |

Terms of Reference – Requirement Number 2

Quantity Required against Requirement Number 2 (Quantity 10)

Technical Specifications of required laptops against 10 are as under:

| | | |
|----------------------------|---|--|
| Category: | Professional Business Series laptops (Attach proof from Principal/Manufacturer) | |
| Operating System: | Windows: Version: | Microsoft Windows 10, x64 Professional edition |
| Processor: | Make: Generation: CPU Speed: Cache: Cores: Threads: DMI: | Intel Core i3 Gen 6 or later Min 2.3GHz or higher Min 3MB Min 2 Min 4 DMI3 |
| RAM: | Capacity: Type: | 8GB Single SODIMM Min DDR4 or better @ 2133-SDRAM or better |
| Storage: | Capacity: Disk type: | Min 256GB or greater Only M.2 SATA or SSD SATA3.0 (6.0Gbps) |
| Keyboard: | LED-backlit keyboard <u>with Numeric Keypad</u> | |
| Display: | Size: Resolution: | <u>15+ inches</u> FHD (Min 1920 x 1080) LED-backlit |
| Wireless: | Protocol: Bluetooth: | Min 802.11AC (1x1) Min Ver 4.0 or better |
| Network: | Ethernet: | Integrated Gigabit Ethernet card |
| Expansion Features: | USB 3.0: HDMI: | Min 2 ports 1 x HDMI |
| Camera: | Camera: | Integrated, HD Camera |
| Battery: | Battery: | Min 6-cell battery |
| Warranty: | Laptop: Charger: Battery: | 1-year Standard 1-year Standard 1-year Standard |
| Carry Case: | Carry Case: | Standard similar brand Carrying Case |

Evaluation Criteria for requirement No. 1 (Qty. 290)

Evaluation of received bids will be carried out as per following evaluation criteria:

| | |
|---|-------------------|
| 1. Technical Evaluation | 60% |
| 2. Financial Evaluation for 290 quantities | <u>40%</u> |
| | 100% |

Technical Evaluation Criteria

| Description for 290 laptops (Quantity may vary) | Marks |
|--|--------------|
| Professional Business Series laptops (Attach proof from principal) | Must |
| Microsoft Windows 10 Professional x64 | Must |
| Intel Core i3, 2.3GHz, 3MB Cache, Gen 6 DMI 3 | Must |
| 8GB RAM Single SODIMM | Must |
| 256GB M.2 or SSD (6.0gbps) | Must |
| Display 14" with FHD resolution (1920x1080) LED-backlit | Must |
| Wireless 802.11AC (1x1) Min | Must |
| Integrated Gigabit Ethernet | Must |
| Integrated HD 720 Camera | Must |
| 2 x USB 3.0 Minimum | Must |
| 6-cell battery | Must |
| Standard One Year Warranty | Must |
| High Quality Similar Brand Carrying Case | Must |
| HDMI Out Interface | Must |
| LED-backlit Keyboard | 20 |
| CPU Speed Min 2.3GHz | 20 |
| SSD or M2 Disk size 256GB | 20 |
| RAM DDR4 2133 MHz Min in single 8GB SODIMM | 20 |
| Battery (Min 6-Cell) | 20 |
| Geographical Coverage (5 marks each for Offices at Karachi, Lahore, Islamabad and 1 mark each for office at Faisalabad, Multan, Peshawar, Quetta and Sukkur) | 20 |

Evaluation Criteria for requirement No. 2 (Qty. 10)

Evaluation of received bids will be carried out as per following evaluation criteria:

| | |
|--|-------------------|
| 1. Technical Evaluation | 60% |
| 2. Financial Evaluation for 10 quantities | <u>40%</u> |
| | 100% |

Technical Evaluation Criteria

| Description for 10 Laptops (Quantity is fix) | Marks |
|--|--------------|
| Professional Business Series laptops (Attach proof from principal) | Must |
| Microsoft Windows 10 Professional x64 | Must |
| Intel Core i3, 2.3GHz, 3MB Cache, Gen 6 DMI 3 | Must |
| 8GB RAM Single SODIMM | Must |
| 256GB M.2 or SSD (6.0gbps) | Must |
| Display 15+ inches with FHD resolution (1920x1080) LED-backlit | Must |
| Wireless 802.11AC (1x1) Min | Must |
| Integrated Gigabit Ethernet | Must |
| Integrated HD 720 Camera | Must |
| 2 x USB 3.0 Minimum | Must |
| 6-cell battery | Must |
| Standard One Year Warranty | Must |
| High Quality Similar Brand Carrying Case | Must |
| HDMI Out Interface | Must |
| Numeric Keypad | Must |
| LED-backlit Keyboard | 20 |
| CPU Speed Min 2.3GHz | 20 |
| SSD or M2 Disk size 256GB | 20 |
| RAM DDR4 2133 MHz Min in single 8GB SODIMM | 20 |
| Battery (Min 6-Cell) | 20 |
| Geographical Coverage (5 marks each for Offices at Karachi, Lahore, Islamabad and 1 mark each for office at Faisalabad, Multan, Peshawar, Quetta and Sukkur) | 20 |