



**RFQ NO. PK-PSPA-400082-GO-RFQ
PROCUREMENT OF OFFICE FURNITURE**



Request for Quotation Document for Office Furniture

Name of Purchasing Entity: Punjab Human Capital Investment Project (PHCIP)
Punjab Social Protection Authority (PSPA)
Government of the Punjab

Loan or credit number: 6548-PK

Contract title: Procurement of Office Furniture

Purchaser's address,

Project Director,
Punjab Human Capital Investment Project
Punjab Social Protection Authority
78-79 New Muslim Town, Wahdat Road, Lahore
Ph: 042-99232359-60
Email: adproc.phcip@pspa.punjab.gov.pk

Scope of Work:

Supply & Installation of Office Furniture to PHCIP-PSPA Head Office
Lahore

General Terms and conditions:

1. The offeror shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the World Bank.
2. The offeror must not be blacklisted from World Bank – Undertaking of no black-listing to be provided on non-judicial stamp paper of appropriate value.
3. All goods and related services to be supplied under the contract shall have their origin in eligible source countries, defined in the Procurement Regulations, and all expenditures made under the contract will be limited to such goods and services.
4. The offeror shall bear all costs associated with the preparation and submission of its quotation, the purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
5. The quotation prepared by the offeror, as well as all correspondence and documents relating to the quotation exchanged by the offeror and the purchaser, shall be written in English.
6. The offeror shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total quotation price of the goods it proposes to supply under the contract. In case of any difference in unit cost and total cost, unit rate shall prevail. In case of difference in amount in words and figures, calculations from unit rate shall prevail.
7. Prices indicated on the Price Schedule shall be “Delivered Duty Paid (DDP)” prices. The quoted price shall include all Govt. applicable taxes, and supply and installation charges.



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8. Prices shall be quoted in Pak Rupees and shall be fixed during the performance of contract.
9. Item must be delivered and installed within 30 days' time from issuance of purchase order/finalization of design. The liquidated damages shall be 0.5% of the price of the delayed Goods for each week or part thereof of delay until actual delivery or performance. The maximum amount of liquidated damages shall be 10% of the Purchase Order.
10. The offered price shall remain valid for 30 days.
11. Quotation Security @ 5% of Quoted Value must be attached in shape of a Bank Draft/Pay Order/Demand Draft from nationalized/Scheduled Bank in Pakistan in the name of Punjab Human Capital Investment Project (PHCIP). The quotation found deficient of the quotation Security amount shall be rejected.
12. The quotation security to the unsuccessful offerors shall be returned immediately after issuance of Purchase Order to the lowest evaluated responsive offeror and in case of successful offeror, quotation security will be released upon submission of performance security for warranty period.
13. Offeror shall quote for all of the items.
14. Quotation must be signed and stamped.
15. Alternate quotations will not be acceptable
16. Incomplete quotations shall be rejected.
17. The Purchaser reserves the right at the time of issuance of Purchase Order/Notification of award to increase or decrease, by the 15%, the quantity of goods and services originally specified in the BOQ without any change in unit price or other terms and conditions.
18. The Purchaser reserves the right to reject all quotations, and to annul the procurement process at any time prior to issuance of Purchase Order/Notification of award, without thereby incurring any liability to the affected offeror or offerors or any obligation to inform the affected offeror or offerors of the grounds for the Purchaser's action.
19. Request for clarification (if any) should be received in writing no later than five (02) days after issuance of quotation letter/electronic mail.
20. Any quotation received by the Purchaser after the deadline for submission of quotations i.e. **January 05, 2024 1500 hrs**, will be rejected and returned unopened to the Offeror.

21. Submission of Quotations

Quotations are to be submitted in the form attached "Quotation Form", by hand or through courier.

The deadline for submission of Quotations is **January 05, 2024, 1500hrs**.

The address for submission of Quotations is: Procurement of Office Furniture

Attention: Project Director
Punjab Human Capital Investment Project



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Punjab Social Protection Authority
Address: 78-79 D-New Muslim Town, Wahdat Road, Lahore.
E-Mail Address: adproc.phcip@pspa.punjab.gov.pk

22. Payment Terms: -

Hundred (100) percent payment shall be made in PKR within thirty (30) days of presentation of claimed invoice along with supporting documents indicating acceptance of all items & on-time delivery of supplies.

Following supporting documents are required with the bill/payment invoice:

- a. Sales tax invoice
- b. Exemption certificate if applicable
- c. Delivery Challan indicating date, quantity and specification of delivered items
- d. Certificate that items provided are new and with warranty if applicable.

23. Warranty Terms:-

- a. Offeror shall provide 01 (one) years' warranty of parts of items supplied and after sale services.
- b. During warranty period, offeror undertakes that any fault shall be replaced within 3-5 days of issue without any cost.

24. Performance Security: -


- a. The offeror shall, within fifteen (15) of days of the issuance of purchase order, provide a performance security for the warranty period.
- b. The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the purchase order.
- c. The amount of the Performance Security shall be 10% of Purchase Order Price. The Performance Security shall be in the form of the attached Performance Security.
- d. The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than fourteen (14) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise."

The offerors must comply the above stated terms & conditions in all respects otherwise their quotations shall not be considered.

Offeror must meet the Qualification / Eligibility Criteria Listed Below: -

- a) The offerors must have at-least five (05) years of experience for supply of similar items as requisitioned in the RFQ documents.
- b) The offerors must satisfactorily complete at least two (02) similar nature Contracts/PO each amounting to Rs. 01 million or above, in last five (05) years. The offerors must provide copies of valid/verifiable purchase orders/contract agreements along with delivery challan against the supply of similar furniture items.
- c) The offerors must have active furniture depot / manufacturing unit in Pakistan – Documentary evidence of manufacturing unit to be provided with the quotation (the purchaser may visit the furniture depot / manufacturing unit for verification purpose).
- d) Non-Compliance of any of the above will result in rejection of quotation.

SPECIFICATIONS:

Sr. No	Item Name	Product Specifications	Sample Pictures	Quantity
1.	Workstation with Drawer Pedestal	<p>i) Front and Side Aluminum Partition thickness 45mm, Wire Hole on table Top Size: 4' x 2'</p> <p>ii) Surface Material 25mm Thick Compressed Wood E1 Grade with Maximum Content of Moisture up to 12% Confirming to Specs as Given in International Standard BS EN 636:2003(Parts 1-3)</p> <p>iii) Board Covered with High Pressure Melamine (HPM) Laminated Sheets Based on Thermosetting Resins, Class of Specifications as Described under BS EN 435:2005 (Part 1-7)</p> <p>iv) Edges with 1mm Thick Acrylic/ Abs (Doolken- Germany) and Color as per Choice</p>		10

Sr. No	Item Name	Product Specifications	Sample Pictures	Quantity
2.	Revolving Chair	Imported Chair Seat Made of Imported Parts Backrest Outer PP Shell Black Fabric Headrest Seat Inner and Outer is made of Black Plastic Shell 3D Adjustable PU Armrests 3 Class Gas lifter with Locking Mechanism Five Star Plastic Base with Voiceless Wheels		12

Note:

- i. Sample of each item must be provided within **05 days** of issuance of purchase order/ finalization of design by the successful supplier for the approval of management/concerned section. In case provided sample in not conforming to specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser within next **03 days** and there shall be no extension in time in the original specified delivery period on these grounds.
- ii. Offeror will be responsible for Supply and install at the Project Site.



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Supplier Quotation Form

From:	<i>[Insert Supplier's name]</i>
Supplier's Representative:	<i>[Insert name of Supplier's Representative]</i>
Title/Position:	<i>[Insert Representatives title or position]</i>
Address:	<i>[Insert Supplier's address]</i>
Website Address;	
Email:	<i>[Insert Supplier's email address]</i>

To:	Punjab Human Capital Investment Project- PSPA
Purchaser's Representative:	Mr. Ali Shehzad
Title/Position:	Project Director, PHCIP- PSPA
Address :	Punjab Social Protection Authority, 78/79, D-New Muslim Town, Wahdat Road, Lahore
RFQ Ref No.:	PK-PSPA-400082-GO-RFQ
Date of Quotation:	January 05, 2024

Dear *[insert name of Purchaser's Representative]*:

SUBMISSION OF QUOTATION

1. Conformity and no reservations

In response to the above named RFQ we offer to supply the Goods, as per this Quotation and in conformity with the RFQ, Delivery and Completion Schedules and Technical Specifications. We confirm that we have examined and have no reservations to the RFQ, including the Contract.

2. Eligibility

If awarded the Contract, the Goods and Related Services that we supply shall be sourced from an eligible country.

We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the World Bank Group or a debarment imposed by the World Bank Group in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the World Bank and other development banks. Further, we are not ineligible under the Purchaser's Country laws or official regulations or pursuant to a decision of the United Nations Security Council.

3. Quotation Price

The total price of our offer is *[insert the total price of the offer in words and figures, indicating the various amounts and the respective currencies]*.

4. Quotation Validity



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Our Quotation shall be valid for 30 days specified in the RFQ, and it shall remain binding upon us and may be accepted at any time before it expires.

5. Performance Security

If we are awarded the Contract, we commit to obtain a Performance Security in accordance with the RFQ.

6. Not Bound to Accept

We understand that you reserve the right to:

- a. accept or reject any Quotation and are not bound to accept the lowest evaluated cost Quotation, or any other Quotation that you may receive, and
- b. annul the RFQ process at any time prior to the award of the Contract without incurring any liability to Suppliers.

7. Fraud and Corruption

We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

On behalf of the Supplier:

Name of the person duly authorized to sign the Quotation on behalf of the Supplier: [insert complete name of person duly authorized to sign the Quotation]

Title of the person signing the Quotation: [insert complete title of the person signing the Quotation]

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed [insert date of signing] day of [insert month], [insert year]



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Compliance Sheet of documents to be attached with the Quotation:

S. No	Document	Provided/ Not Provided	Annexure
1.	Documentary evidence of the legal name and status of the firm – Copy of incorporation certificate	Yes or No	
2.	Copy of valid NTN & GST certificate and Active Tax Payer Status of both Income Tax and Sales Tax.	Yes or No	
3.	Documentary proof (PO/Contract agreement) of pervious offeror (At least 02 PO/Contract each of PKR. 1 million), including name of the client, year of supply, quantity of the supply.	Yes or No	
4.	Documentary evidence of active depot / manufacturing unit in Pakistan.	Yes or No	
5.	Declaration of firm not being blacklisted.	Yes or No	
6.	Performance satisfactory report / delivery challan from last supply made.	Yes or No	
7.	Quotation Security @ 5% of Quoted Value in shape of Bank Draft/Pay order/Demand Draft.	Yes or No	

Non provision of any of the above will result in rejection of quotation.

Signature & Seal of Offeror: - _____



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Price Schedule.

Sr. No	Description of item	Product Specification	Sample Pictures of Supplier	Qty.	Unit Rate inclusive of all taxes (PKR) (DDP)	Total Rate inclusive of all taxes (PKR) (DDP)

- Delivery Time lines: _____
- Price must be included of all applicable taxes.

Name of Supplier:

Signature _____

Date: _____

Seal:



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Letter of Acceptance of the World Bank's
Anticorruption Guidelines and Sanctions Framework¹

Date: _____

Invitation of Quotations/Proposals No. PK-PSPA-400082-GO-RFQ

To:

Project Director,
Punjab Human Capital Investment Project
Punjab Social Protection Authority
78-79 New Muslim Town, Wahdat Road, Lahore
Ph: 042-99232359-60

We, along with our sub-contractors, sub-consultants, service providers, offerors, agents (whether declared or not) consultants and personnel, acknowledge and agree to abide by the World Bank's policy regarding Fraud and Corruption (corrupt, fraudulent, collusive, coercive, and obstructive practices), as set out and defined in the World Bank's Anti-Corruption Guidelines² in connection with the procurement and execution of the contract (in case of award), including any amendments thereto.

We declare and warrant that we, along our sub-contractors, sub-consultants, service providers, offerors, agents (whether declared or not), consultants and personnel, are not subject to, and are not controlled by any entity or individual that is subject to, a temporary suspension, early temporary suspension, or debarment imposed by a member of the World Bank Group, including, inter alia, a cross-debarment imposed by the World Bank Group as agreed with other international financial institutions (including multilateral development banks), or through the application of a World Bank Group finding of non-responsibility on the basis of Fraud and Corruption in connection with World Bank Group corporate procurement. Further, we are not ineligible under the laws or official regulations of *[Insert name of Employer as per bidding document]* or pursuant to a decision of the United Nations Security Council.

We confirm our understanding of the consequences of not complying with the World Bank's Anti-Corruption Guidelines, which may include the following:

- a. rejection of our Proposal/Quotation for award of contract;
- b. in the case of award, termination of the contract, without prejudice to any other remedy for breach of contract; and
- c. sanctions, pursuant to the Bank's Anti-Corruption Guidelines and in accordance with its prevailing sanctions policies and procedures as set forth in the Bank's Sanctions Framework. This may include a public declaration of ineligibility, either indefinitely or for a stated period of time, (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;³ (ii) to be a nominated⁴ sub-contractor, sub-consultant, consultant,



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manufacturer or offeror, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project.

We understand that we may be declared ineligible as set out above upon:

- a. completion of World Bank Group sanctions proceedings according to its prevailing sanctions procedures;
- b. cross-debarment as agreed with other international financial institutions (including multilateral development banks);
- c. the application of a World Bank Group finding of non-responsibility on the basis of Fraud and Corruption in connection with World Bank Group corporate procurement; or
- d. temporary suspension or early temporary suspension in connection with an ongoing World Bank Group sanctions proceeding.

For avoidance of doubt, the foregoing effects of ineligibility do not extend to a sanctioned firm's or individual's execution of its ongoing Bank-financed contracts (or its ongoing sub-agreements under such contracts) that are not the subject of a material modification, as determined by the Bank.

We shall permit, and shall cause our sub-contractors, sub-consultants, agents (whether declared or not), personnel, consultants, service providers or offerors, to permit the Bank to inspect⁵ all accounts, records, and other documents relating to the procurement process and/or contract execution (in the case of award), and to have them audited by auditors appointed by the Bank.

We agree to preserve all accounts, records, and other documents (whether in hard copy or electronic format) related to the procurement and execution of the contract.

Name of the Offeror/Proposer/Consultant: _____

Name of the person duly authorized to sign the Quotation/Proposal on behalf of the Offeror/Proposer/ Consultant:

Title of the person signing the Letter: _____



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Performance Security (Bank Guarantee)

[The bank, as requested by the Supplier, shall fill in this form in accordance with the instructions indicated]

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: *Punjab Human Capital Investment Project - Punjab Social Protection Authority*

Date: *[Insert date of issue]*

Performance Guarantee No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

Contract No.: *[insert Purchaser's reference for the specific Contract]*

We have been informed that _ *[insert name of Supplier, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Applicant") has entered into a Contract No. *PK-PSPA-400082-GO-RFQ* dated *[insert date]* with the Beneficiary, for the supply of *Office Furniture* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (_____) *[insert amount in words]*,¹ such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the Day of, 2...², and any demand for payment under it must be received by us at this office indicated above on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees (URDG) 2010 Revision, ICC Publication No. 758, except that the supporting statement under Article 15(a) is hereby excluded.

[signature(s)]

¹ The Guarantor shall insert an amount representing the percentage of the contract Amount denominated either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Beneficiary.

² Insert the date twenty-eight days after the expected completion date as described in CC 11. The Purchaser should note that in the event of an extension of this date for completion of the Contract, the Purchaser would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Purchaser might consider adding the following text to the form, at the end of the penultimate paragraph: "The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."



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Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.