



## Invitation for Tender

Date: December 13, 2023

Tender Ref: FDO/ SFTW/ IFT-01

### **Procurement of Laptops, Desktops, Printers and Scanner**

Farmers Development Organization, hereafter FDO or the Contracting Authority, was established in 1996 as a, not for profit and non-governmental public interest organization and "A company setup under section 42 of companies' ordinance 1984". FDO is working all over Pakistan specially in Southern Punjab, through participatory principles, benefitting hundreds of peasants, women, and general communities in the fields of Livelihood, Institutional Development, Emergency Relief, Community Physical Infrastructure, preventing gender-based violence and promoting access to justice. The organization has a successful history in designing projects, subsequently through conducting the assessments of community problems, creating and engaging the local volunteers for implementing and monitoring the projects.

#### **1. Instructions to tenderers**

By submitting a tender, tenderers fully and unreservedly accept the conditions of this call for tenders, which will constitute the governing the contract as the sole basis of this tendering procedure, whatever the tenderers own conditions of sale may be, which they hereby waive. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions, and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

To be eligible to take part in this tender procedure, tenderers must prove to the satisfaction of the Contracting Authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively. Participation is open to neutral persons and legal persons [participating either individually or in a grouping (consortium) of tenderers]

**The foreseeable timetable for this procedure is as follows:**

	DATE	TIME in PST
Deadline for requesting clarifications from the Contracting Authority	<b>December 18, 2023</b>	<b>12:00 PM</b>
Last date on which clarifications are issued by the Contracting Authority	<b>December 19, 2023</b>	<b>05: 00 PM</b>
Deadline for submission of tenders	<b>December 20, 2023</b>	<b>05: 00 PM</b>

#### **2. General remarks and special condition**

All offered commodities must be sound, fair, and merchantable quality. The quality must be in line with the specifications stated in this tender.



- All offered products according to national/international standards such as ISO.
- We prefer a single supplier! But we reserve the right to divide the order into lots and orders from various tenderers.
- Timely arrival in accordance with the negotiated delivery periods is of utmost important!
- Part shipments are not allowed without authorization of the Contracting Authority
- The Contracting Authority holds the right to change quantities and slight changes to the technical specifications.
- The origin of all products needs to be indicated in the offer.
- In case an alternative to the specified items is offered, this must be clearly indicated and excessively documented
- In case of calculation mistake unit rate will be considered for financial evaluation

### 3. Specifications / Bill of Quantities

The specifications and quantities of the items for the **Procurement of Laptops, Desktops, Printers and Scanner** are as under;

Sr. No	Description	Unit	Quantity	Unit Rate	Total Amount (Including Tax)
1	<b>Laptop</b> Core i5, 12 <sup>th</sup> Generation new, 1235U 8GB DDR4, 512 GB SSD, Intel Iris Xe, 15.6 FHD, W11 Home, Natural Silver, Screen Resolution 1920X1080 with Backlight Keyboard, Processor speed up to 3.4 GHz, Battery Type 3 Cell 41 WHr battery, Bluetooth 5.1, Wi-Fi 6 2x2 (Gig+), USB 3 ports, Camera 720p at 30 fps with finger print reader with Warranty.	No	06		
2	<b>Computer System</b> Core i5, 12 <sup>th</sup> Generation new, 12400 4GB DDR4, 1TB SATA HDD, Intel Integrated Graphics, Intel H660 Chipset, W11 Home with new 19" wide LCD, Keyboard, Mouse and cables with Warranty.	No	06		
3	<b>Printer (3 in 1)</b> A4 Color Laser Multifunctional 3 in 1 Printer new, Print speed up to 19 ppm (black) and 4 ppm (Color), USB, Ethernet, WIFI, Hi-speed USB 2.0 port, indicator lights (Power, Status, Wireless), Processor speed 800 MHz, Scan resolution Up to 4,800 x 4,800 dpi with Warranty 1 year local	No	02		
4	<b>Scanner</b> New ,Capacity 50 sheets, Speed Up to 25 ppm, USB Yes, Colour depth 24-bits, Document feeder 50 sheets, Capacity 50 sheets, Speed Up to 25 ppm, Maximum document size 8.5 x 122 in, USB Yes, USB version 2.0 and 3.0, Dimensions (WxHxD) 460 x 387 x 145 mm, Weight 5.58 kg, Energy star Yes, Colour depth 24-bits, Maximum resolution Up to 600 x 600 dpi, Warranty 1 year local	No	01		
<b>Total Amount (Inclusive Tax and Transportation)</b>					



<b>Delivery Time</b>	
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**Delivery Locations: FDO Central Office, House # 417, Lang Street, New Shalimar Colony, Multan.**

**The tenderer must submit a tender for all items.**

A tenderer may include in its tender the overall discount it would grant in the event of some or all the items for which it has submitted a tender being awarded. The discount should be clearly indicated for each item in such a way that it can be announced during the public tender opening session.

**4. Marking/labelling**

No markings required, only markings allowed are technical and safety markings.

**5. Packaging and picking**

For all items, the packaging must be appropriate to the nature (size, weight) of the items and reach international standards. The packaging should avoid transport damages and protect from bad weather conditions. Costs of picking and packaging and transportation must be included in the unit price of each item.

**6. Samples/Pictures/Specifications**

Tenderers who present their bids after stipulated time or incomplete bids will be excluded from the tender evaluation process. The supplier should send the samples (Below mentioned items) with the bids. The property of the samples remains to tenderer/sender and is to be delivered and collected at the cost of the tenderer.

**7. Delivery conditions**

All transport details (Origin, City of Loading and Routing) must be indicated within the offer. The cost of transportation, loading unloading can be stated separately or included in the price of items. Partial shipments without authorization of the Contracting Authority are not allowed. Each shipment must be announced with prior notice.

**8. Delivery schedule**

Delivery is requested as soon as possible after the Purchase Order/signing of contract. Faster delivery is appreciated; therefore, clearly indicate your delivery delay in calendar days in the offer. There may be change in few locations and same will be communicated well in time.

**9. Prices**

All prices in your quotation must be indicated in Pakistan Rupees (PKR). Quotations stated in other currencies will not be considered in the awarding process. The analysis of the offers will be performed in Pakistani Rupees (PKR). Prices need to include all taxes i.e., GST, WHT, insurance costs, and all other applicable taxes by the government of Pakistan. Transport prices need to include transport tax.

**10. Inspection**

The Contracting Authority shall be entitled to inspect, examine measure and test the components, materials, and workmanship, and check the progress of preparation, fabrication or manufacture of anything being prepared, fabricated or manufactured for delivery under the contract, in order to establish whether the components, materials, and workmanship are of the requisite quality and quantity. This shall take place at the place of manufacture, fabrication, preparation or at the place of acceptance or at such other places as may be specified in the Contract.

For the purposes of such tests and inspections, the Contractor shall:



- a) provide to the Contracting Authority or his representative, temporarily and free of charge, with such assistance, test samples or parts, machines, equipment, tools, labor, materials, drawings and production data as are normally required for inspection and testing.
- b) Provide access to the Contracting Authority or his representative, at all reasonable times to the place where the tests are to be carried out.

This inspection on quality and quantity shall also be executed by an independent surveyor company at time and place prior to or at loading/unloading (before shipment to the warehouse). One inspection per supplier will be on account of the Contracting Authority. Any additional inspection shall be on account of the Supplier. Goods not meeting agreed quality will be rejected. In case goods are rejected, the Supplier will contractually be obliged to pay already incurred fees

for rejected goods and for such fees which will become payable to the inspection company due to multiple interventions and/or fruitless visits and for goods inspected but eventually remained unshipped.

## 11. Ordering Party

**Farmers Development Organization (House # 417, Lang Street, New Shalimar Colony, Multan, Ph # 061-2118087)**

## 12. Consignee/Notify

**Farmers Development Organization (House # 417, Lang Street, New Shalimar Colony, Multan, Ph # 061-2118087)**

Documents

Following documents must be submitted before tender closing:

- Written/printed quotation on letterhead paper or on Tender document. The quotation has included: the pre-qualification documents (3 Pages) as in Annex B must be (signed and stamped)
- **Company Profile (GST/Sales Tax registrations/NTN)**

Following documents will be requested from the Seller after firm order:

- Original Commercial Invoice
- Performa Invoice (addressed to Consignee)
- Original Waybills
- Packing list

Expenses for a commercial courier to be covered by the tenderer/supplier

## 13. Payment Conditions

- Payment shall take place in the currency of the Contract.
- Payments due by the Contracting Authority shall be made through cross cheque to the contractor.
- Pre-financing will not be granted.
- Payment shall take place after the complete delivery of items at the warehouse/delivery point within 15 working days. The order sum cannot be subdivided into partial payments.
- The period referred above may be suspended by notifying the Contractor that the invoice cannot be fulfilled because the sum is not due, because appropriate substantiating documents have not been provided or because there is evidence that the expenditure might not be eligible. In the latter case, an inspection may be carried out on the spot for the purpose of further checks. The Contractor shall provide clarifications, modifications or further information within 10 days of being asked to do so. The payment period shall continue to run from the date on which a properly drawn-up invoice is registered.

## 14. Penalties

The delivery schedule will be negotiated and fixed in the order. In the event of delay in delivery caused other than by force majeure, the Contracting Authority is entitled to make use of a penalty of 5/1000 per calendar day of the total value of the consignment still to be delivered. The penalty will be deducted from the invoice. In the event of incomplete delivery caused by the Supplier, the Contracting Authority is entitled to deduct the losses from the invoice. In case of damaged cargo caused by inappropriate packaging, the Contracting



Authority reserves the right to deduct from the relevant order sum an amount according to the variance to the requested specification. In case the quality is not in line with specifications initially agreed by both sides, the Supplier must inform the Contracting Authority as soon as possible. Goods not meeting agreed quality can be rejected by the Contracting Authority, but if the Contracting Authority accepts these goods a deduction from the order sum and a penalty will be negotiated.

## 15. Award Criteria

- We prefer one single supplier for all items but reserve the right to divide per items towards different suppliers.
- Tenderers not providing all necessary documents, properly signed and stamped will be excluded.
- Tenderers are urged to provide recent (02 years) references for similar markets.

### **Following quantitative criteria will be considered in the contract granting:**

- **80 % Price**
- **20 % NTN, Delivery Time, Product Broachers**

## 16. Tender Conditions

- The tenders, all correspondence, and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure, which is English.
- The offer must have a validity of minimum 60 days following the tender deadline.
- The Contracting Authority, in Pakistan, must receive the tenders before the tender deadline.
- **Farmers Development Organization (House # 417, Lang Street, New Shalimar Colony, Multan, Ph # 061-2118087)**
- The tender must include all the documents specified in paragraph 13 of these Instructions and be sent to the following address:  
**Farmers Development Organization (House # 417, Lang Street, New Shalimar Colony, Multan, Ph # 061-2118087)**
- All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
  - The above address.
  - The reference code of this tender procedure, (i.e. **Tender Ref: FDO/ SFTW/ IFT-01**).
  - The words 'Not to be opened before the tender opening session.'
  - The name of the tenderer.
  - Quotations are to be provided as hard copy, in one copy only. Offers through e-mail or fax will not be accepted or considered.
  - Alteration or withdrawal of tenders (as below)
- Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. Tender will not be allowed to be altered after the deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.
- Any such notification of alteration or withdrawal must be prepared and submitted in the outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.
- No tender may be withdrawn in the interval between the deadline for submission of tenders
- Costs of preparing tenders: No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.
- Ownership of tenders: The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.
- Suppliers who do not receive a written feedback 20 days after expiry of the deadline have not been successful and will not be informed in writing.



**For queries**

[procurement@fdopk.org](mailto:procurement@fdopk.org)

**Procurement Unit**

**Ph: 061-2118087.**

**Annex-B**

**Note:** This Supplier Declaration Form, including your certification by signature, is part of the qualification procedure for our suppliers and service providers. If you do not fully complete this form, you may be disqualified from the tender.

**1. Supplier information**

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted in sections 1.1 and 1.2 below is true and complete.

**1.1 Information about your business**

Please provide the following information about your business and attach a copy of your company's legal registration document if available.

Business name	
Legal form <i>If the supplier is not a registered company, write "notregistered."</i>	
Year founded	
Country where established	
VAT or registration number	
Bank details <i>Include the account holder's name, bank name, IBAN, SWIFT code, and currency used.</i>	
Physical address, email address, and website	
Contact Sales and marketing	
Range of products and services provided (Portfolio)	
Other information	



## **1.1 Information about your managing officials**

FDO upholds high moral standards regarding the conduct of its employees, partners, suppliers, and other service providers. As discussed in part 2.3 below, one of these standards is a condemnation of terrorism and a commitment that no funds or other resources will be used to support terrorists or terrorist activities in any way. Not only is this standard an integral part of how FDO work, but it is also an expectation of our institutional donors and banks that we screen our suppliers and service providers against lists of known and suspected terrorists on a regular basis.

For this reason, we are required to collect certain information about the relevant decision makers of each supplier. In particular, we request information about your top 4 managing officials (e.g., executive board members, managing directors, or heads of department). Generally, these are the individuals listed on your company's registration document. If your company has fewer than 4 managing officials, please provide details for all of your managing officials and let us know this fact when submitting the form.



The data collected below will only be used for comparison with freely accessible international sanctions lists published on the internet and will be protected in accordance with applicable dataprotection laws. If you have any questions how your data will be processed or stored, please talk to your contact at FDO or send an email to [procurement@fdopk.org](mailto:procurement@fdopk.org)

Managing official 1			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
CNIC No			
Managing official 2			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
CNIC No			
Managing official 3			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
CNIC No			
Managing official 4			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			





Birthdate	Date:	Month:	Year:
CNIC No			

## 2. FDO policy statement

### 2.1 FDO support the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligning their operations and strategies with the following 10 universally accepted principles in the areas of human rights, labor, environment, and anticorruption:

#### Human rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

#### Labor

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

#### Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and
- Principle 9: encourage the development and diffusion of environmentally friendly technologies.

#### Anti-corruption

- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

### 2.2 FDO adhere strictly to its own Code of Conduct

FDO Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all of FDO work. All FDO suppliers are expected to act in accordance with the values of our Code of Conduct, which are as follows:

- The highest standards of personal and professional conduct
- No religious or political activities when representing FDO
- No discrimination
- Responsibility for health and safety
- No sexual violence
- Child protection
- Responsible handling of personal data and information
- Responsible use of resources
- No supporting of terrorism or money laundering



- No corruption
- Avoiding conflicts of interest
- No work under the influence of alcohol or drugs
- No carrying of weapons
- Obligation to report concerns, suspicions, and knowledge of Code of Conduct violations

***By signing this Supplier Declaration Form, you explicitly agree to comply with these principles.***

### **2.3 FDO renounces all forms of terrorism and money laundering**

FDO renounce all forms of terrorism and will never knowingly support, tolerate, or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with guidance issued by the United Nations Security Council and the European Union, FDO are firmly committed to the international fight against terrorism and, in particular, against the financing of terrorism. Accordingly, FDO screen their suppliers and their relevant decision makers against lists of known and suspected terrorists to ensure that none of its or its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. By submitting an offer, suppliers and service providers agree to this screening process, including the obligation to provide the information required to conduct the screening (see parts 1.1 and 1.2 above)



### 3. Supplier declaration

We, \_\_\_\_\_ (name of company) hereby declare that

- a) all of the information submitted in parts 1.1 and 1.2 above is true and complete;
- b) we are not in bankruptcy proceedings, in judicial insolvency proceedings, or in liquidation, and we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions;
- c) we have not received a sanction by legally binding judgment for reasons that bring into doubt our professional reliability;
- d) we comply with our duty to pay social insurance contributions, taxes, and other levies in accordance with the legal provisions of the jurisdiction in which we have our office, the jurisdiction of the consignee, and the jurisdiction where the contract is performed; we assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation, and occupational safety and health;
- e) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of another legal or natural person;
- f) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from any institutional donor involved in development cooperation, humanitarian assistance, or other public financing work (hereinafter "institutional donor");
- g) we are providing you with all the information required to participate in a tender, and all information submitted in relation to this tender is true and complete;
- h) in respect of contracts that are ultimately paid for out of the funds of an institutional donor, no one has accused us of breach of contract due to gross violation of our contractual obligations;
- i) we have not been excluded as a contract partner by any institutional donor due to ethical issues;
- j) in the event we are chosen as the supplier for any FDO project, we assure to FDO, to any institutional donor involved in the project, and to auditors engaged by either FDO or such institutional donor that they will have reasonable access on demand to our business and accounting documents for the purpose of checks and audits;
- k) we respect basic social rights and condemn child labour;
- l) we understand that FDO will conduct a check to ensure that neither our company nor our top four managing officials appear on any lists of known or suspected terrorists issued by our institutional donors or the governments of which they are a part;
- m) we support the goals of the UN Global Compact; and
- n) we act in accordance with the values of FDO Code of Conduct.

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Location, Date

Name, Signature



Check List (Mandatory)

**Before submitting quotation/bid, please check your documents and tick on check list!**

<b>Check List</b>			
<b>Sr. No</b>	<b>Documents</b>	<b>Attachment</b>	
1	Copy of NTN	Yes	No
2	Quotation on Business Letter Head/RfQ	Yes	No
3	Cross Copy of CNIC	Yes	No
4	Product Broachers (if any)	Yes	No
5	Sign & stamp on all documents	Yes	No