



Bidding Documents

Purchase of Laptops

March, 2019



Invitation to Bids (ITB)

House Building Finance Company (HBFC) is country's premier housing finance institution, providing affordable solutions to the low-middle income groups of the population. HBFC invites sealed bids for:

Bid	Description	Quantity	Submission Deadline	Opening Time
A	Purchase of laptops	25	17-04-2019 at 11:00 am	17-04-2019 at 11:30 am
B	Purchase of desktops	45	17-04-2019 at 11:00 am	17-04-2019 at 12:00 pm

The bidders may participate in single or both bids as mentioned above. The bids will be evaluated in terms of Rule-36(b) of Public Procurement Rules (PPR-2004) i.e., "Single stage-two envelope procedure" and is open to all the firms who meet the minimum eligibility criteria as mentioned in the bidding documents.

Bidding documents containing detailed terms & conditions, etc. are available for review only at HBFC website www.hbfcl.com. In order to participate in the process, the signed copy of bidding documents may be obtained from the address given below on submission of a written application on Firm's letter head upon payment of non-refundable fee of Rs.500/- through bank draft/ pay order drawn in favor of HBFC. This notice is also available at PPRA website www.ppra.org.pk.

The bids prepared in accordance with the instructions, contained in the bidding documents must reach at address given below on or before deadline, which will be opened on same day at the time mentioned above in the presence of bidders' representatives (who choose to attend) at the address given below. Late/ incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Head, General Services Department
House Building Finance Company Limited
3rd Floor, FTC Building, Shahrāh-e-Faisal, Karachi
Tel: 021-35641739/17



A. General

1. Scope of Bid

House Building Finance Company Limited (HBFC), country's premier housing finance institution having its principal place of business at 3rd Floor, FTC Building, Shahrāh-e-Faisal, Karachi, hereinafter called "Company", invites sealed bids from tax registered eligible Bidders for "Purchase of Laptops". The bidding process is open to all bidders who meet the minimum eligibility criteria.

Bidder/Firm who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.

Each Bidder shall submit only one Bid, either individually or as a partner in a joint venture.

2. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the HBFC will in no case be responsible or liable for those costs.

B. Bidding Documents

3. Contents of Bidding Documents

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

4. Amendment of Bidding Documents

- i. At any time prior to the deadline for submission of bids, the Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents. Later amendments on the same subject modify or replace earlier ones.
- ii. Amendments will be provided in the form of Addenda to the Bidding Documents, which will be sent in writing to all prospective Bidders that received the Bidding Documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the amendments contained in such Addenda will have been taken into account by the Bidder in its bid.



- iii. In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPR-2004.

C. Preparation of Bids

5. Bid Prices

The Contract shall be for the goods/ services, as described in the Annexure A and the Bidder shall fill in rates and prices for all items of the Services accordingly. Items for which no rate or price is entered by the Bidder will not be paid for by the Company when executed and shall be deemed covered by other rates and prices. . All bids shall be quoted in Pak Rupee. Bids in any other currency shall be rejected.

The price quoted would be inclusive of all taxes levied by the local Authority/ Provincial Government/ Federal Government at the time of submission of bids. Any subsequent change in applicable direct/ indirect taxes/ duties levied by the government shall accordingly be adjusted.

D. Submission of Bids

6. Deadline for Submission of Bids

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. The Company may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders previously subject to the original deadline will then be subject to the new deadline.

7. Late Bid

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

E. Bids Opening and Evaluation

8. Bids Opening

The Company will open all bids, in public, in the presence of Bidders' representatives who choose to attend, at the time, on the date and at the place specified in the Bid Data Sheet. Bidders' representatives shall sign an attendance sheet as proof of their attendance.



9. Correction of Errors

Bids determined to be substantially responsive will be checked by the Company for any arithmetic errors. Arithmetical errors will be rectified by the Company on the following basis:

If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.

The amount stated in the Bid will be adjusted by the Company in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.

10. Evaluation of Bids

The bids will be evaluated in terms of Rule 36(b) i.e., Single stage-two envelope procedure. The technical proposals of all perspective bidders shall be opened on the date and time mentioned in the bid data sheet and evaluated in detail. The Financial Proposals of the only technically accepted proposals will be opened and the bid found to be the lowest evaluated bid shall be accepted.

11. Availability of Professional Staff/ Experts

Having selected the bidder on the basis of among other things, an evaluation of proposed professional/certified staff, the HBFC expects to get the contract executed by the professional staff named in the proposal. The HBFC shall require assurances that the professional staff shall be actually available. HBFC shall not consider substitutions during contract unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that professional staff were offered in the proposal without confirming their availability, the Bidder may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and his name be submitted by the Bidder within a reasonable time without affecting the deliverable timelines.

12. Bid Security

All bidders are required to submit an amount of bid security with financial proposal @ 5% of total amount quoted in financial proposal in the form of bank draft/ pay order in favor of HBFC. No bid shall be considered as valid unless it is accompanied by the Bid Security. No interest shall be payable by the HBFC on this deposit. In the event of breach of any terms of the contract, security deposit will be forfeited. Security deposit shall be refundable on completion of bidding process.

F. Award Criteria

13. Award Criteria

The contract will be awarded to the successful Bidder whose bid has been found technically & financially compliant and emerged as lowest evaluated bid.

14. Company's Right to Reject All The Bids

The Company reserves the right to annul the bidding process and reject all bids at any time prior to award of contract.

15. Payment Terms

Payments will be made by HBFC against the invoice/s raised by the bidder by following the procedure in vogue against each milestone/deliverable on production of following documents:

- Sales tax invoice duly signed and stamped by the organization.
- A certificate issued by the assigned officer of HBFC certifying that the relevant claim is correct and the bidder has successfully accomplished the task against respective milestone/deliverable.
- Partial deliveries & part payments may be allowed and payment shall be released only after achievement of milestones/deliverable. Following is the payment schedule based on defined milestones:

S.No.	Deliverables	Percentage(%) of Total cost
1	Upon delivery & successful Installation & deployment of Laptops at respective HBFC branches/regions offices across Pakistan.	90%
2	Upon delivery of usage and troubleshooting training	10%

- There will be no Advance payment / mobilization.

16. Code of Conduct

It is the Company's policy to require that Consultant/ Service Providers, Suppliers, and Contractor under Company-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPR-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the PPRA.

Following mechanism and manner for permanently or temporarily bar a delinquent bidder, from participating in procurement proceedings will be followed as per guidance of HBFC management:



Nature of Offense/Fault	Means of Verification	Proposed Action under Rule 18
Corruption	Actual instance verifiable as per law of land and applicable rules and regulations of HBFC.	Permanent blacklisting.
Fraud	Cross verification of documentary undertaking submitted by Contractor/ Bidder/ Supplier/Consultant.	Blacklisting for 3-5 years (depending on severity of fraud)
Collusion	Results of Bid/Proposal analysis resulting in substantive evidence of collusion.	Blacklisting for 3 years.
Performance Deficiencies	Documented evidence in form of consistent performance deficiencies and notices of performance deficiencies not suitably responded or defended by contractor/bidder/supplier/ consultant.	Blacklisting for 1-2 years. (Depending on severity of non-performance).

Pursuant to Rule 7 of PPR-2004 bidders shall be required to sign an Integrity Pact in accordance with prescribed format attached hereto.

17. Overriding Effect of PPR-2004

Whenever in conflict with these documents the stipulation of PPR-2004 shall prevail.

G. Bid Data Sheet

The following specific data for services to be procured shall complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over ITB.

S.No	Details
1.	Purchase of Laptops Ref No. HBFC/HOK/GSD/2019/1168
2.	<p><u>Contact Information and Communication</u></p> <p>The contact detail for all correspondence in relation to this bid is as follows: Name: Nauman Waheed / Anees Ahmad Khan Designation: Assistant Manager HR-GSD Email: anees.ahmad@hbfc.com Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641717</p> <p><u>Technical Contact:</u></p> <p>Name: Asad Arshad Designation: Assistant Manager IT Email: asad.arshad@hbfc.com Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641741</p>
3.	Bidder/Firm who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.
4.	The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules.
5.	The Contract "is not" subject to price adjustment. However, any subsequent legislation enacted, changes in the rate of any indirect tax, levy of additional tax or duty during the currency of contract that impacts the contract price would be equally accounted for by both the parties of the contract i.e. in case of increase or decrease in the rates of the said taxes and duties or levy of any new tax or duty, the contract price would be adjusted accordingly.
6.	The period of Bid validity shall be 90 (Ninety) days after opening of the Bids.
7.	All bidders are required to submit amount of bid security enclosed in financial proposal @ 5% of the bid price.
	The Original Bid shall comprise a single sealed package containing two separate sealed envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. The inner envelopes shall be marked as "TECHNICAL PROPSAL" and "FINANCIAL PRPOSAL" in bold letters. The outer envelope shall be addressed to the



	<p>Purchaser at the address given in the BDS.</p> <p>Following should be the contents of the Technical Proposal Envelope:</p> <ol style="list-style-type: none">1. Technical Proposal.2. Bid Form: duly filled in and signed.3. Selection Criteria: attach the evidence and reference documents <p>Following should be the contents of the Financial Proposal Envelope:</p> <ol style="list-style-type: none">1. Financial Proposal with original signatures;2. Bid Security: in form of pay order in favor of HBFC
8.	<p>The Company's address for the purpose of bid submission is:</p> <p style="text-align: center;">Head-General Services Department, House Building Finance Company Limited, 3rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021-356417139</p>
09.	<p>The deadline for submission of bids shall be 17-04-2019 at 11:00 am.</p> <p>Bids will be opened on 17-04-2019 at 11:30 am at the following address:</p> <p style="text-align: center;">House Building Finance Company Limited, 3rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi –Pakistan.</p>
11.	<p>Bidders have to submit bids with Complete Requirements. Late/ incomplete and conditional bids will not be entertained. Bids submitted without signed Bid Form by authorized nominee of the bidder will be rejected. Bids with material deviation, exception, objection, conditionality or reservation will be rejected. Bids submitted late will be rejected.</p>



Technical Proposal

Bid Form

Date: _____

To:

The Head General Services Department,
House Building Finance Company Limited,
3rd Floor, Finance & Trade Centre,
Shahrah-e-Faisal, Karachi,
Pakistan.

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid for a period of **90 (Ninety days)** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If one Bid is accepted then until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2019__.

[Seal & signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of _____



Selection/Qualification Criteria			
S.No	Item	Yes	No
1	The company must be a registered Tax Payer for at least last 3 Years must appear on the Active Taxpayer List.		
2	The company must have implemented at least 3 projects of same level/nature during last 3 years.		
3	The company must have in-house skills and resources for providing support across Pakistan. A list of support personal should be attached.		
4	The company must attach list of offices/branches in major cities i.e. Karachi, Islamabad, Lahore to provide country wide support.		
5	The bidder must be an original equipment manufacturer (OEM) or an authorized dealer/partner of the product being quoted for the last three years.		
6	The company must provide at least two existing customer references of quoted product. (Those will be confirmed for satisfactory feedback)		
7	The bidder must have annual turnover of at least Rs.20 million in any of the last three years.		

Note:

- The Bidders will be first checked for the conformity of the requirements as per the table above.
- All those who are found conforming to the requirements will be evaluated for the lowest price as per the PPRA guidelines.
- During the evaluation no amendments by the bidder in the proposal shall be permitted; however HBFC may seek clarification.
- The bid security of unsuccessful bidders will be returned.
- The contract may be awarded to the bidder offering lowest evaluated price.
- Deliverables items will be delivered to HBFC Branches (Across the Country).
- The HBFC reserve the right to increase or decrease the quantity and may exclude the items.
- Relevant Documents/Evidences are required.



Financial Proposal

- 1 Bidder’s financials should represent the costing in following structure:
 - a) Item delivered with proper installation and training with a brief guide;
 - b) Warranty & Support
- 2 Please list any other assumptions that may not have been covered in the previous questions.

Bidder will furnish the financial proposal in the below format preferably on letter head:

S. No.	Item with details	Qty	Unit Cost (including all applicable taxes)	Total Cost (including all applicable taxes)
1.				
Bid Price				

Note:

- No additional charges, other than those listed in the financial proposal, shall be made. Prices quoted will include verification/coordination of order, all costs for shipping, delivery to the site, setup, installation, training etc.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Bidder: _____

Address: _____



Laptop Technical Specification (Quantity 25)			Availability	
S.No	Items	Specifications	Yes	No
1	Product	Globally renowned Business/Work Category laptop as categorized by the manufacturer		
2	Processor	Intel Core i5 Processor (8 th Generation or better)		
3	Memory	8 GB RAM or better		
4	Hard Drive	1 TB		
5	Display	15" (inch)		
6	Communication Features	Ethernet and Wifi		
7	Battery Backup	3 Cell 50 Whr Long Life Battery		
8	Operating System (License)	Windows 10 Pro 64 (Recovery image DVD for Windows 10 Professional 64)		
9	Expansion Features	USB Port, HDMI/VGA		
10	Lock	Locking mechanism with all required peripherals.		
11	Carrying Case	Original brand Bag		
12	Warranty	03 Years Comprehensive Warranty (Parts, Labor and on-site Support)		



Client References

Reference One (1)	Response
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Deliverable items	
Any Comments	
Reference Two (2)	Response
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Deliverable items	
Any Comments	