

## **Bidding Document**

### **Tender for Procurement of Laptop and Desktop Computers**

**Bid No. HBFC/HOK/GSD/2020/770**

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**Invitation for Bids (IFB)**

**Tender for Procurement of Laptop and Desktop Computers**

House Building Finance Company (HBFC) is country's premier housing finance institution, providing affordable solutions to the low and middle income groups of the population. HBFC invites sealed bids for Procurement of Laptop and Desktop Computers. Interested bidders may participate in any or both packages mentioned as follows:

<b>Package</b>	<b>Description</b>
Package 1	Procurement of 20 Units of Laptop Computers
Package 2	Procurement of 30 Units of Desktops Computers

Separate bids for both packages shall be submitted. Bids will be evaluated separately in terms of Rule 36 (b) of Public Procurement Rules-2004 i.e., "Single stage-two envelope procedure". Bidding documents containing detailed scope of work and evaluation criteria etc. can be downloaded from HBFC website i.e., [www.hbfc.com.pk](http://www.hbfc.com.pk). This IFB is also available at PPRA website [www.ppra.org.pk](http://www.ppra.org.pk).

Bids prepared in accordance with the instructions in the bidding documents containing Technical and Financial Proposals, must reach at address given below on or before **July 14, 2020 at 11:00 am**. Technical Proposals will be opened on same day at **11:30 am** in the presence of bidders, representatives (who choose to attend) at the address given below. Bidders will be required to submit 5% Bid Security along with their bid in shape of Pay Order / Demand Draft in favor of HBFC. 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, Shahrah-e-Faisal, Karachi  
Tel: 021-35641739/52

## General

### 1. Scope of Bid

House Building Finance Company (HBFC) is country's premier housing finance institution, providing housing solutions to the low and middle income groups of the population. HBFC operates through its deep rooted national footprint of 51 branches. HBFC invites sealed bids for Procurement of Laptop and Desktop Computers (two packages). Interested bidders may participate in any or both packages mentioned in the Annexure – A1 and A2. The evaluation will be carried out separately for each package.

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

### 2. Cost of Bidding

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

## 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, HBFC 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 Bidder in its bid will have taken the amendments contained in such Addenda into account.

iii. In order to offer prospective Bidders reasonable time in which to consider the amendment 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 PPRA-2004.

## Preparation of Bids

### 5. Bid Prices

The contract will be for Procurement 20 units of Laptop and 30 units of Desktop Computers as described in Financial Proposal (A and B) and the bidder will fill in rates and prices for all items, pertaining to their specialized field of business, accordingly. All bids will be quoted in Pak Rupee. Bids in any other currency will 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 will accordingly be adjusted.

## 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. HBFC 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.

## Bids Opening and Evaluation

### 8. Bid Opening

HBFC 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 will sign an attendance sheet as proof of their attendance.

### 9. Correction of Errors

HBFC for any arithmetic errors will check bids determined to be substantially responsive. HBFC, on the following basis will rectify arithmetical errors:

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 will prevail, and the total price will 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, will 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 and Selection of Bids

The bids will be evaluated in separately for each package in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail on compliance based method as per **Annexure - C of Technical Proposal**. Bidders must ensure to comply all the fields given in **Annexure - C**. If a bidder is unable to comply in any of the given field, the proposal will be disqualified for further processing. The Financial Proposal of technically compliant firm will only be opened.

### 11. Client References

The bidder must mention the names and contact details of at least two (2) client references on prescribed format (**Annexure D**) who shall be able to provide information about services rendered by the firm.

### 12. Bid Security

All bidders are required to submit an amount of bid security with their financial proposals @5% of Total Amount of financial proposal (inclusive of all applicable taxes, options etc.), as per the given financial proposal format, in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.

### 13. Performance Guarantee

Within ten (10) days of the receipt of notification of award from HBFC, the successful Bidder shall furnish performance guarantee from any scheduled bank in Pakistan @ 10% of the total contract amount which shall cover the two (02) years warranty period. Failure of the successful Bidder to comply with the requirements shall constitute sufficient grounds for cancellation of the award and forfeiture of the bid security and the contract will be awarded to the next lowest evaluated bidder.

### Award Criteria

### 14. Award Criteria

The contract will be awarded to the successful bidder whose bid has been found technically and financially compliant and emerged as the lowest evaluated bid. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Purchase Order as per PPRA rules.

### 15. Company's Right to Reject All the Bids

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

### 16. Payment

Payments will be made by HBFC after successful completion of the entire assignment along with completion certificate by HBFC. No Advance Payment / Mobilization Advance will be paid before the completion of the project(s).

### 17. Code of Conduct

It is the HBFC's policy to require that suppliers observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPRA-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA.

### 18. Integrity Pact

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

### 19. Overriding Effect of PPRA-2004

Wherever, in conflict with these documents the stipulation of PPRA-2004 will prevail.

**Bid Data Sheet**

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

S#	Details
1.	<b>Tender for Procurement of Laptop and Desktop Computers</b> Ref No. HBFC/HOK/GSD/2020/770
2.	<p><b>Contact Information and Communication</b> The contact detail for all correspondence in relation to this bid is as follows: Name: Asad Baber Khan Designation: Manager Procurement - GSD Email: <a href="mailto:asad.baber@hbfc.com.pk">asad.baber@hbfc.com.pk</a> Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance &amp; Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p><b>Technical Contact:</b> Name: Mr. Asad Arshad Designation: Assistant Manager - IT Email: <a href="mailto:asad.arshad@hbfc.com.pk">asad.arshad@hbfc.com.pk</a> Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance &amp; 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. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail on compliance based method as per <b>Annexure – C of Technical Proposal</b> . Bidders must ensure to comply all the fields given in <b>Annexure – C</b> . If a Bidder is unable to comply in any of the given field, the proposal will be disqualified for further processing. The financial proposal of technically compliant firm will only be opened.
5.	The period of Bid validity will be 90 (Ninety) days after opening of the Bids.
6.	All bidders are required to submit bid security enclosed in financial proposal @5% of the bid price (Total Amount).
7.	Within ten (10) days of the receipt of notification of award from HBFC, the successful Bidder shall furnish performance guarantee from any scheduled bank in Pakistan @ 10% of the total contract amount which shall cover the two (02) years warranty period. Failure of the successful Bidder to comply with the requirements shall constitute sufficient grounds for cancellation of the award and forfeiture of the bid security and the contract will be awarded to the next lowest evaluated bidder.



8.	<p>The Company's address for the purpose of bid submission is:</p> <p style="text-align: center;"><b>Head of General Services Department,</b> House Building Finance Company Limited, 3<sup>rd</sup> Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641752</p>
9.	<p>The deadline for submission of bids will be July 14, 2020 at 11:00 am. Technical Proposals will be opened on same day at 11:30 am at the following address:</p> <p style="text-align: center;">House Building Finance Company Limited, 3<sup>rd</sup>. Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi –Pakistan.</p>

**Bill of Quantity (BoQ)**

**Procurement of 20 Laptop Computers**

S. No.	Item	Specification	Unit	Qty.
1.	<b>Product / Brand</b>	HP or equivalent globally renowned Business / Work Category Laptop as categorized by the manufacturer	20	Units
2.	<b>Processor</b>	9 <sup>th</sup> Gen Intel Core i5 Processor (or better)		
3.	<b>Memory</b>	8GB RAM		
4.	<b>Hard Drive</b>	SSD 1TB		
5.	<b>Display</b>	15.6" (inch)		
6.	<b>Communication Features</b>	Ethernet and Wifi, Bluetooth and Built-in Web Camera		
7.	<b>Battery Backup</b>	Minimum Three Hours Backup		
8.	<b>Operating System with License</b>	Windows 10 Pro 64		
9.	<b>Expansion Features</b>	USB Port, HDMI/VGA		
10.	<b>Carrying Case</b>	Original Branded Bag		
11.	<b>Warranty</b>	02 Years Comprehensive Warranty (Parts, Labor and Onsite Support)		

**Note:**

1. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Work / Purchase Order as per PPRA rules
2. Successful supplier / vendor will be required to deliver Laptops to HBFC Branches (Across the Country).
3. Laptops must be delivered with proper installation and training with a brief guide.

**Bill of Quantity (BoQ)**

**Procurement of 30 Units of Desktop Computers**

S. No.	Item	Specification	Unit	Qty.
1.	<b>Product / Brand</b>	HP or equivalent	30	Units
2.	<b>Processor</b>	9 <sup>th</sup> Gen. Intel Core i5-9600K Processor with Liquid Cooling		
3.	<b>Memory</b>	Hyper X 8GB DDR4 or equivalent		
4.	<b>Hard Drive</b>	1TB 7200 rpm SATA		
5.	<b>LED Display</b>	20 inch (Same quoted brand)		
6.	<b>Communication Features</b>	Ethernet		
7.	<b>Keyboard and Mouse</b>	USB Keyboard & Mouse (Same quoted brand)		
8.	<b>Operating System with License</b>	Windows 10 Pro 64		
9.	<b>Expansion Features</b>	USB Ports, HDMI or VGA		
10.	<b>Warranty</b>	02 Years Comprehensive Warranty (Parts, Labor and Onsite Support)		

**Note:**

1. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Work / Purchase Order as per PPRA rules
2. Successful supplier / vendor will be required to deliver Desktops to HBFC Branches (Across the Country).
3. Desktops must be delivered with proper installation and training with a brief guide.

**Technical Proposal for Package 1**

**Procurement of 20 Units of Laptop Computers**

**Tender for Procurement of Laptop and Desktop Computers**

**Bid No. HBFC/HOK/GSD/2020/770**

**Bid Form**

(To be printed on bidder's letterhead)

To:

Dated:

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

**Technical Proposal for Package 1**  
**Procurement of 20 Units of Laptop Computers**

**Tender for Procurement of Laptop and Desktop Computers**

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 the 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 \_\_\_\_\_ 2020\_\_.

\_\_\_\_\_  
[Seal & signature]      [In the capacity of]  
Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**Compliance Based Evaluation Criteria for Package 1**  
**Procurement of 20 Laptop Computers**

S. No.	Criteria	Compliance		Evidence Provided		Attach Evidences as Under
		Yes	No	Yes	No.	
1.	Bidder must be a registered Tax Payer and must appear in the Active Taxpayer List of FBR					<b>Appendix - A</b>
2.	Bidder must have a Top / Tier 1 level or a One Level below partnership with the Principal					<b>Appendix - B</b>
3.	Bidder must have completed at least four (04) projects of similar nature in last two (02) years					<b>Appendix - C</b>
4.	Bidder must have at least two (02) relevant certified experts who would be installing / commissioning and providing training for the quoted product / brand.					<b>Appendix - D</b>
5.	Bidder must attach list of offices/branches in major cities i.e. Karachi, Islamabad, Lahore to provide country wide warranty & support.					<b>Appendix - E</b>
6.	Bidder must have two (02) satisfied corporate client with respect to operation and troubleshooting support in offered product / hardware. Please, provide certificate of the respective customers addressing HBFC.					<b>Appendix - F</b>
7.	Bidder must have annual sales turnover of at least Rs.20 million in any of the last three years.					<b>Appendix - G</b>
8.	Bidder must submit an affidavit on a Stamp Paper that they have not been blacklisted or debarred by any organization					<b>Appendix - H</b>

**Note:**

- Bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure.
- Bidder must ensure to comply all the fields given here above.
- If a bidder is unable to comply in any of the given field, the proposal will not be considered for further processing.
- The financial proposal of technically compliant firm will only be opened.
- Bidders must place their provided evidences as Appendix (clearly marked).
- Purchase Order will be awarded to the successful bidder(s) whose bid has been found technically and financially compliant and emerged as the lowest evaluated bid.
- Laptops will be delivered to HBFC Branches (Across the Country).
- Laptops must be delivered with proper installation and training with a brief guide.

Client References

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

**Integrity Pact**

[Bidder Name] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [Bidder Name] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Bidder Name] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [Bidder Name] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Bidder Name] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Bidder] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

***For and On Behalf Of***

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_



**Non-Disclosure Agreement**

1. This Non-Disclosure Agreement exists between [Bidder] (hereinafter referred to as "RECIPIENT") and House Building Finance Company.
2. This agreement serves to protect confidential information develop and owned by HBFC which will be used by the bidder from the Work order till during the contract/SLA period under the following terms.
3. "Confidential Information" means any information directly or indirectly concerning, or related to the: Information about the activities of the HBFC.
4. Information about the above mentioned categories in Project by HBFC, including but not limited to: Policies, Procedures, Business, Rules, Validation, Checks, all project related information Process followed etc.
5. Information about HBFC, above-mentioned categories in project as per RFP.
6. Any other information the recipient having obtained from HBFC deliberately or otherwise during the course if this exercise.
7. Confidential Information and Intellectual Property may be Oral, written, electronic or other machine-readable form.
8. Translated from the original, modified, updated, or altered Originated or obtained by HBFC.
9. Recipient shall protect the disclosed Confidential Information by using the same degree of care to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own Confidential Information of a similar nature.
10. Recipient must ensure the secure custody of the Confidential Information and must take all reasonable precautions to prevent the access, use or disclosure of this information by third parties.
11. Recipient shall not disclose or attempt to disclose any Confidential Information to any person or entity other than its consultants and legal advisors who need access to such Confidential Information, and shall assure that all such persons treat the Confidential Information in accordance with all of the terms hereof.
12. Recipient shall not make or take any copies of Confidential Information, unless previously approved by Disclosure.
13. Recipient shall not use or attempt to use any of the Confidential Information for his/her own benefit or for the benefit if any other person or entity.
14. Recipient shall not be authorized to use or process the Confidential Information upon the date that his/her services to HBFC are completed or terminated.
15. Recipient shall promptly return the Confidential Information, or certify in writing to the complete destruction thereof, as directed by HBFC in writing.
16. The laws of Pakistan shall govern the interpretation and enforcement of this Agreement.
17. Recipient shall be bound by conditions until released in writing by HBFC.

**Agreed to and Accepted by**

**House Building Finance Company**

(Signature of "Authorized Representative")

(Signature of HBFC Authorized Agent)

**Technical Proposal for Package 2**

**Procurement of 30 Units of Desktop Computers**

**Tender for Procurement of Laptop and Desktop Computers**

**Bid No. HBFC/HOK/GSD/2020/770**

**Bid Form**

(To be printed on bidder's letterhead)

To:

Dated:

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

**Technical Proposal for Package 2**  
**Procurement of 30 Units of Desktop Computers**

**Tender for Procurement of Laptop and Desktop Computers**

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 the 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 \_\_\_\_\_ 2020\_\_.

\_\_\_\_\_  
[Seal & signature]      [In the capacity of]  
Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**Compliance Based Evaluation Criteria for Package 2**  
**Procurement of 30 Units of Desktop Computers**

S. No.	Criteria	Compliance		Evidence Provided		Attach Evidences as Under
		Yes	No	Yes	No.	
1.	Bidder must be a registered Tax Payer and must appear in the Active Taxpayer List of FBR					<b>Appendix - A</b>
2.	Bidder must have a Top / Tier 1 level or a One Level below partnership with the Principal					<b>Appendix - B</b>
3.	Bidder must have completed at least four (04) projects of similar nature in last two (02) years					<b>Appendix - C</b>
4.	Bidder must have at least two (02) relevant certified experts who would be installing / commissioning and providing training for the quoted product / brand.					<b>Appendix - D</b>
5.	Bidder must attach list of offices/branches in major cities i.e. Karachi, Islamabad, Lahore to provide country wide warranty & support.					<b>Appendix - E</b>
6.	Bidder must have two (02) satisfied corporate client with respect to operation and troubleshooting support in offered product / hardware. Please, provide certificate of the respective customers addressing HBFC.					<b>Appendix - F</b>
7.	Bidder must have annual sales turnover of at least Rs.20 million in any of the last three years.					<b>Appendix - G</b>
8.	Bidder must submit an affidavit on a Stamp Paper that they have not been blacklisted or debarred by any organization					<b>Appendix - H</b>

**Note:**

- Bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure.
- Bidder must ensure to comply all the fields given here above.
- If a bidder is unable to comply in any of the given field, the proposal will not be considered for further processing.
- The financial proposal of technically compliant firm will only be opened.
- Bidders must place their provided evidences as Appendix (clearly marked).
- Purchase Order will be awarded to the successful bidder(s) whose bid has been found technically and financially compliant and emerged as the lowest evaluated bid.
- Desktops will be delivered to HBFC Branches (Across the Country).
- Desktops must be delivered with proper installation and training with a brief guide.

Client References

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

**Integrity Pact**

[Bidder Name] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [Bidder Name] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Bidder Name] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [Bidder Name] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Bidder Name] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Bidder] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

***For and On Behalf Of***

\_\_\_\_\_  
**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Non-Disclosure Agreement**

1. This Non-Disclosure Agreement exists between [Bidder] (hereinafter referred to as “RECIPIENT”) and House Building Finance Company.
2. This agreement serves to protect confidential information develop and owned by HBFC which will be used by the bidder from the Work order till during the contract/SLA period under the following terms.
3. "Confidential Information" means any information directly or indirectly concerning, or related to the: Information about the activities of the HBFC.
4. Information about the above mentioned categories in Project by HBFC, including but not limited to: Policies, Procedures, Business, Rules, Validation, Checks, all project related information Process followed etc.
5. Information about HBFC, above-mentioned categories in project as per RFP.
6. Any other information the recipient having obtained from HBFC deliberately or otherwise during the course if this exercise.
7. Confidential Information and Intellectual Property may be Oral, written, electronic or other machine-readable form.
8. Translated from the original, modified, updated, or altered Originated or obtained by HBFC.
9. Recipient shall protect the disclosed Confidential Information by using the same degree of care to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own Confidential Information of a similar nature.
10. Recipient must ensure the secure custody of the Confidential Information and must take all reasonable precautions to prevent the access, use or disclosure of this information by third parties.
11. Recipient shall not disclose or attempt to disclose any Confidential Information to any person or entity other than its consultants and legal advisors who need access to such Confidential Information, and shall assure that all such persons treat the Confidential Information in accordance with all of the terms hereof.
12. Recipient shall not make or take any copies of Confidential Information, unless previously approved by Disclosure.
13. Recipient shall not use or attempt to use any of the Confidential Information for his/her own benefit or for the benefit if any other person or entity.
14. Recipient shall not be authorized to use or process the Confidential Information upon the date that his/her services to HBFC are completed or terminated.
15. Recipient shall promptly return the Confidential Information, or certify in writing to the complete destruction thereof, as directed by HBFC in writing.
16. The laws of Pakistan shall govern the interpretation and enforcement of this Agreement.
17. Recipient shall be bound by conditions until released in writing by HBFC.

**Agreed to and Accepted by**

**House Building Finance Company**

(Signature of “Authorized Representative”)

(Signature of HBFC Authorized Agent)

**Financial Proposal for Package 1**

**Procurement of 20 Units of Laptop Computers**

**Tender for Procurement of Laptop and Desktop Computers**

**Bid No. HBFC/HOK/GSD/2020/770**



**Bid Form**

(To be printed on bidder's letterhead)

To:

Dated:

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

**Financial Proposal for Package 1**  
**Procurement of 20 Units of Laptop Computers**

**Tender for Procurement of Laptop and Desktop Computers**

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 the 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 \_\_\_\_\_ 2020\_\_.

\_\_\_\_\_  
[Seal & signature]      [In the capacity of]  
Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**Financial Proposal for Package 1**

**Procurement of 20 Units of Laptop Computers**

S. No.	Item	Specification	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
					(Inclusive of all applicable taxes)	
1.	<b>Product / Brand</b>	HP or equivalent globally renowned Business / Work Category Laptop as categorized by the manufacturer	20	Units		
2.	<b>Processor</b>	9 <sup>th</sup> Gen Intel Core i5 Processor (or better)				
3.	<b>Memory</b>	8GB RAM				
4.	<b>Hard Drive</b>	SSD 1TB				
5.	<b>Display</b>	15.6" (inch)				
6.	<b>Communication Features</b>	Ethernet and Wifi, Bluetooth and Built-in Web Camera				
7.	<b>Battery Backup</b>	Minimum Three Hours Backup				
8.	<b>Operating System with License</b>	Windows 10 Pro 64				
9.	<b>Expansion Features</b>	USB Port, HDMI/VGA				
10.	<b>Carrying Case</b>	Original Branded Bag				
11.	<b>Warranty</b>	02 Years Comprehensive Warranty (Parts, Labor and Onsite Support)				
<b>Total Amount</b> (Inclusive of all applicable taxes)					Rs. _____	

**Total Amount in Words:** \_\_\_\_\_

**Bid Security @ 5% of Total Amount (Inclusive of all applicable taxes):** \_\_\_\_\_

**Note:**

1. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Work / Purchase Order as per PPRA rules
2. Successful supplier / vendor will be required to deliver Laptops to HBFC Branches (Across the Country).
3. Laptops must be delivered with proper installation and training with a brief guide.



**Contact Details**

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_



**Financial Proposal for Package 2**

**Procurement of 30 Units of Desktop Computers**

**Tender for Procurement of Laptop and Desktop Computers**

**Bid No. HBFC/HOK/GSD/2020/770**

**Bid Form**

(To be printed on bidder's letterhead)

To:

Dated:

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

**Financial Proposal for Package 2**  
**Procurement of 30 Units of Desktop Computers**

**Tender for Procurement of Laptop and Desktop Computers**

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 the 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 \_\_\_\_\_ 2020\_\_.

\_\_\_\_\_  
[Seal & signature]      [In the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**Financial Proposal for Package 2**

**Procurement of 30 Units of Desktop Computers**

S. No.	Item	Specification	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
					(Inclusive of all applicable taxes)	
1.	<b>Product / Brand</b>	HP or equivalent	30	Units		
2.	<b>Processor</b>	9 <sup>th</sup> Gen. Intel Core i5-9600K Processor with Liquid Cooling				
3.	<b>Memory</b>	Hyper X 8GB DDR4 or equivalent				
4.	<b>Hard Drive</b>	1TB 7200 rpm SATA				
5.	<b>LED Display</b>	20 inch (Same quoted brand)				
6.	<b>Communication Features</b>	Ethernet				
7.	<b>Keyboard and Mouse</b>	USB Keyboard & Mouse (Same quoted brand)				
8.	<b>Operating System with License</b>	Windows 10 Pro 64				
9.	<b>Expansion Features</b>	USB Ports, HDMI or VGA				
10.	<b>Warranty</b>	02 Years Comprehensive Warranty (Parts, Labor and Onsite Support)				
<b>Total Amount</b> (Inclusive of all applicable taxes)					Rs. _____	

**Total Amount in Words:** \_\_\_\_\_

**Bid Security @ 5% of Total Amount (Inclusive of all applicable taxes):** \_\_\_\_\_

**Note:**

1. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Work / Purchase Order as per PPRA rules
2. Successful supplier / vendor will be required to deliver Desktops to HBFC Branches (Across the Country).
3. Desktops must be delivered with proper installation and training with a brief guide.



**Contact Details**

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

