



**HANDICAP INTERNATIONAL**

**Participation file**

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**PURCHASE OF IT EQUIPMENT**

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## Purchaser identification

**Name:** Federation Handicap International (Humanity & Inclusion)

**Address:** Plot No.2H, Street No. 26, G-9/1, Islamabad

**Contact details:** Procurement Department

Contact Number: 0092 51 2286 542

Email: [procurement@pakistan.hi.org](mailto:procurement@pakistan.hi.org)

**Website:** [www.hi.org](http://www.hi.org)

Created in Lyon in 1982, Handicap International is an independent and impartial aid and development organisation working in situations of poverty and exclusion, conflict and natural disaster.

Our action and campaigning is focused on addressing the essential needs of persons with disabilities and vulnerable groups, improving their living conditions and promoting respect for their dignity and their fundamental rights.

Federation Handicap International works in around 60 countries in emergency, reconstruction, chronic crisis and development contexts. Since 1982, the association has been working alongside vulnerable populations and in particular persons with disability.

HI is an independent and impartial international solidarity organization, which intervenes in situations of poverty and exclusion, conflicts and disasters. Working alongside people with disabilities and vulnerable populations, it acts and testifies to meet their basic needs, improve their living conditions and promote respect for their dignity and fundamental rights.

In the early 1980s, Handicap International's first activities in Pakistan focused on support for Afghan refugees and this work continued up until the end of the 1990s. Following a series of natural disasters, the organization returned to Pakistan to support vulnerable people caught up in several humanitarian crises.

Our action and campaigning is focused on addressing the essential needs of persons with disabilities and vulnerable groups, improving their living conditions and promoting respect for their dignity and their fundamental rights.



## 1. Contract description

HI is seeking to establish a purchase contract for the procurement of IT equipment. When HI would need the IT equipment, a Purchase Order shall be issued to the Tenderers contracted through a purchase agreement. The price and conditions of purchase applicable to the Purchase Orders will be ones that will be set in the Supply and purchase Agreement(s).

HI requests bids from qualified and authorized dealers for the following **LOTS**:

**LOT 1: Laptops (Minimum order 06 Laptops)**

**LOT 2: Smart Phone (Minimum order 06 Smart phone)**

**LOT 3: Multi-media projector (Minimum order 01 multi-media)**

HI may increase or decrease the quantity at any stage or may purchase more during the period of contract or validity date of prices offered by Tenderers.

**Specifications:**

**LOT: 1 LAPTOPS**

### **General Features**

**Laptop business or Professional Series**

**Operating System** Windows 11 Pro 64 Bit official license

**Generation** 11th Generation

**Display:** Screen Size 14, Screen Resolution 1920x1080, FHD

### **Memory**

Internal Memory 512 GB M.2 PCIE NVME SSD HDD Extendable

**RAM** 8GB, preferable 12 GB Extendable

**Graphics** Memory Intel® Iris® Xe Graphics Integrated

### **Performance**

Processor Type **Core i7**

Processor Speed 4.5 GHz or higher

**Battery:** Type 41 Wh, 3-cell polymer or higher

**Connectivity:** Bluetooth Bluetooth 5.1, Wireless/Wifi Yes, USB 3 Ports, Camera 720p at 30 fps

### **Warranty**

Official Warranty International 3 year and Local 1 Year

Along with all standard accessories as per manufacturer

### **Accessories**

1 Wireless Mouse

1 Headphone

1 Laptop Bag or preferable is bag pack



## LOT: 2

### MOBILE PHONE

Android Smart Phone

**SIM** Dual Sim, Dual Standby (Nano-SIM)

Colors Black, Silver

**Frequency**

5G Band SA/NSA

**Memory** Built-in 128GB Built-in, 6GB RAM

**Camera** YES

Battery Capacity (Li-Po Non removable), 5000 mAh

- Fast battery 15W or higher – Wired battery

**Accessories:**

Screen Protector

Back Cover

**PTA APPROVED SETS ONLY**

## Lot: 3

### MULTIMEDIA Projector

#### MULTIMEDIA PROJECTOR

WXGA Projector, 4,000 Lumens Color Brightness, 4,000 Lumens White Brightness, HDMI, Built-in Speaker, 16,000:1 Contrast Ratio

Ideal for displaying large-group presentations, spreadsheets and videos, even in well-lit rooms

Crisp image quality — WXGA resolution delivers crisp text and images; perfect for displaying professional-quality presentations, video and more

True 3-Chip 3LCD technology — displays 100% of the RGB color signal for every frame

Versatile connectivity — features an HDMI port, easily connect streaming devices, including Fire TV, Apple TV, and Chromecast (2)

Get up and running in no time — with easy image adjustments and convenient control like 1.2x optical zoom, horizontal slider and auto vertical correction

Easy setup — built-in speaker for easy setup for video and audio right out of the box

Built-in picture skew sensor — automatically analyzes the picture and instantly corrects the vertical keystone to help square the image

Contrast ratio up to 16,000:1 — provides crisp, rich detail for graphs, images and videos

Warranty — standard 1-year limited warranty, full-unit replacement, along with free technical support

Along with Multimedia Screen - Foldable

### Economic conditions of the framework agreement:

The contract shall be signed for ONE TIME ONLY until the delivery of ordered packages as per PO. At the end of this period, the contract shall terminate without HI having to take steps to revoke it.



Invoicing shall be based on order issued and in accordance with the pricing conditions given in the contract.

The prices shall be firm and non-revisable for the duration of the contract.

Contract execution addresses:

Islamabad, Pakistan

## 2. General conditions

By submitting a bid, tenderers accept without restriction all the general and specific conditions outlined in these specifications as being the only basis for this supply contract procedure, irrespective of their own conditions, which they hereby waive.

Tenderers shall carefully examine and comply with all the instructions, forms, clauses and specifications mentioned in this participation file

Failure to submit a bid containing all the information and documents requested by the specified closing date may result in the bid's rejection.

## 3. Tendering schedule

The below table indicates the key dates for this tender process. The issuing of this Invitation to Tender and Tender Pack represents the start of the tender process:

Activity	Date
Issue Invitation to Tender/Publication Date:	16 July 2023
Deadline for questions/clarifications from Bidders	31 July 2023
Bid Clarifications	1 August 2023
Deadline for Bid Submission	6 August 2023 at 16.00 Pakistan (GMT + 5)
Bid Opening, Minutes of Meeting, technical analysis	7 <sup>th</sup> to 10 <sup>th</sup> August 2023
Award Contact	15 Aug 2023

Please note that the above timings / dates are being shared for indicative purposes only and are subject to change.

**CLOSING DATE FOR BID SUBMISSION:**



Your bid must be received, either at the specific address, no later than Within **16.00 Hours on 6<sup>th</sup> August, 2023** (All the date & times are in Pakistan Standard Time). Failure to submit your bid prior to the Closing Date may result in your quote being void.

All Bids must remain valid and open for consideration for a period of not less than; minimum 45 Days and maximum 90 Days from the Closing Date.

#### **4. Eligibility and Obligations**

All natural or legal persons of whatever nationality are eligible to apply. However, certain criteria will be grounds for excluding applications.

##### Exclusion criteria:

Applicants or tenderers shall be excluded from the selection and award procedure in the following conditions:

- If they are bankrupt or their affairs are being wound up; their affairs are being administered by the courts; they have entered into an arrangement with creditors; they have suspended business activities; they are the subject of proceedings concerning these matters or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- If they have been convicted of an offence concerning professional misconduct by a judgement which has the force of res judicata;
- If they have been found guilty of gross professional misconduct proven by any means which the contracting authorities can justify;
- If they have not fulfilled their obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country in which the contract is to be executed;
- If they have been the subject of a judgement which has force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- If, following another procurement procedure or grant award procedure financed by the community budget, they have been found to be in serious breach of contract for failure to comply with their contractual obligations.
- If the commercial registration not stated that they are, allowed to provide such supplies, material or services;

In addition, contracts shall not be awarded to applicants or tenderers who, during the procurement procedure:

- are in a position of conflict of interest;
- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the award procedure, or fail to supply this information.

By returning this participation file duly initialled and signed, the tenderers confirm that they are not in one or more of the situations described above and undertake to send to Handicap



International within seven (7) calendar days following receipt of a request from Handicap International any additional documents that Handicap International considers necessary to perform its checks.

➤ **Sub-contracting**

If applicants or tenderers plan to work with subcontractors, they undertake to:

- Provide Handicap International with the list of those services that it plans to subcontract
- Obtain Handicap International's formal agreement on the choice of prospective subcontractors
- Obtain Handicap International's agreement on the terms of payment of these sub-contractors
- Send Handicap International its contracts with subcontractors upon request

## **5. Participation procedure**

The call for tender file is made up of the following documents:

- this participation file
- an application form
- specifications and annexes:
  - annex 1; General purchasing conditions and good commercial practices (downloadable at [www.hi.org](http://www.hi.org))
  - Annex 2; Tenderer Evaluation Questionnaire
  - Annex 3; HI Good Commercial/Business Practices
  - Annex 4; RFQ Format (Tenderer (s) may also use their own letter heads or format)
  - Annex 5: Child Protection Policy
  - Annex 6: Protection of Beneficiaries against Sexual Abuse and Exploitation

The call for tender file is made up of the following documents. **If any document from the list is missing, the tender file submitted will be considered administratively non-compliant and not evaluated further.**

**For Administrative Compliance: -**

- Sign all pages of this participation file including all the appendices attached to this file.
- The supply of IT equipment must comply with all the technical specifications set out in Annex-A and conform in all respects with description, specification, and other required characteristics
- Tenderer must have to mention the origin of the equipment, brand and warranty period clearly
- Minimum delivery lead item should be clearly mentioned for each item of all one or all LOTS

**Documents need to be attached to Tender File**

- A copy of valid business registration / Trade License – Mandatory





- Complete profile of the company – Mandatory
- A duly completed, dated, stamped and signed Tenderer's identification form (with all annexes from 1 to 6 and HI General purchasing terms) - Mandatory.
- Copy of valid dealership or distributor certificate (if applicable)
- A photocopy of the National ID card of the Owner/Proprietor with address, Phone and email contact- Mandatory
- Copy of valid GST/Sales Tax Registration Certificate - Mandatory
- Copy of NTN certificate - Mandatory
- A copy of tax certificate/documentation that tax return was submitted / paid for last three year
- Minimum Five (05) Client's list / Customers references from the last Five (05) years (including evidences of previous experience in form of copies of supply/ purchase contracts etc.- Mandatory
- Audited financial statement of overall turnover and turnover concerning the works, supplies covered by the contract during a period which may be no more than the last three (03) years - Mandatory.
- Company banking details – Mandatory
- Account Maintenance certificate
- Minimum 2 contact persons/representatives' information (Full Name, National ID, Address, Family Name, Phone or email contact) - Mandatory

**For technical and financial evaluation:**

- Technical proposal (where applicable)
- Currency : Only PKR
- Financial bid (prices inclusive of all applicable Taxes as per Govt Rules)

**For Due Diligence:**

- Based on the mandatory documents requested above, HI Management can consider and decide.
- Responses will only be accepted in the requested format. Any incomplete responses or responses not in the format of the provide templates may be treated as void
- Each Bidder shall submit their bids only once. A Bidder who submits or participates in the tender more than one bid will automatically cause all the bids with the Bidder's participation to be rejected.
- Failure to submit any mandatory document may lead to exclusion from the tendering process
- The bidder must ensure all the mandatory documents are signed & stamped and submitted

➤ **Submission of applications**

Companies interested in submitting a bid shall make sure that first they are eligible to participate in this tender by providing all documents including required annexes.



#### **Physical Bid Submission addresses:**

All documentation submitted should be done in their own clearly labelled envelopes (e.g., Bidder Response Document, Financial Accounts, Bill of Quantities etc.), which are submitted in one single envelope as detailed above. All bids including annexes and supporting documents then must be submitted in a sealed envelope. The single envelope must bearing only:

- HI address: Federation Handicap International Country Office **Plot No.2H, Street No. 26, Sector G-9/1, Islamabad, Pakistan**
- Tender reference of this call for tender: “Purchase and Supply of IT Equipment – **CFT REF: PD-ISLA-00044/00045**”
- Name and address of the bidder
- Clearly written on the envelope “Not to be opened before the tender opening session

The sealed envelope shall include all documents listed in the application document. For clarification should be aimed at correcting any initial errors or omissions affecting the performance of the contract or undermining fair competition.

#### ➤ **Requests for clarification**

If Handicap International, on its own initiative or in response to a request from an applicant, adds to or clarifies information, this information shall be sent in writing and shared with all other applicants at the same time.

**The deadline for receiving requests for clarification from Handicap International is: 31<sup>st</sup> July 2023.** Responses to the participants shall be sent to everyone in writing at the same time.

This schedule may be modified by Handicap International, if it needs to do so.

Should the Bidder have questions or should it have any doubt about the meaning of the Invitation for Tenders documents, it should refer them only in writing through Email to:

[procurement@pakistan.hi.org](mailto:procurement@pakistan.hi.org) by 31 July 2023, 16:00 HRS (Pakistan Standard Time). All correspondence in connection with the tender is to be in English.

- **Amendment or withdrawal of bids:** Tenderers may amend or withdraw their bids by written notification before the closing date for submission of bids. No amendments may be made to bids after this date. Withdrawals shall be firm and final and will terminate any participation in the tendering process.
- **Costs of preparing bids:** None of the costs incurred by tenderers in preparing and



submitting their bids shall be reimbursable. All these costs shall be borne solely by the tenderers.

- Handicap International reserves the right to negotiate, accept or reject any bid or quotation at its sole discretion, and to continue the competitive dialogue for any response it considers advantageous. Handicap International is not obliged to accept the lowest prices or any of the bid. No bid may be modified after the closing date for the submission of bids.
- In the interests of transparency and equal treatment, the evaluation committee may ask tenderers, in writing, to clarify their bids within 48 hours, without modifying them. None of these requests for clarification should be aimed at correcting any initial errors or omissions affecting the performance of the contract or undermining fair competition.
- Any tenderers attempting to influence the evaluation committee in the process of examining, clarifying, evaluating and comparing bids with a view to obtaining information on the progress of the process or influencing Handicap International in its decision regarding the award of the contract shall have their tenders immediately rejected. No excuses shall be accepted for late submissions. Bids arriving after the deadline shall be rejected without evaluation.

## 6. Bid selection criteria

Bids shall be selected based on the information contained in the submitted documents form and attached documents. Tenderer (s) may include any additional documents they deem relevant. HI may select multiple Tenderers for the mentioned purchase.

To be administratively compliant, the bids must comply with the following:

- Bid validity period is 03 months or more
- Prices are in PKR and are all inclusive of any applicable Taxes (As per Govt Rules)
- Language of the bids is English
- All required documents are provided **as mentioned in this CFT Participation File under Article 5**
- Have physical presence with outlet/office or space
- Have previous experience with International Organizations for supply of IT Equipment
- Agrees with payment term of after delivery



Bids that are not administratively compliant will not be evaluated further

Bid Selection Criteria	
<b>Technical Evaluation:</b> 25 % score for each IT equipment that meets best to our Technical requirements and specifications as mentioned in RFQ. If any Bidder, provides multiple options with different brands, specifications and prices, HI evaluation committee will consider and evaluate financial score for each option according to the our requirements meeting HI technical needs.	25%
<b>Financial Evaluation:</b> Bidders those who meet the minimum technical requirement and specifications. Lowest Bids 25 %  <b>25 % financial score for items matching only to HI requirements</b> <b>5 % financial score for items not matching to HI requirements</b>	25%
Authorized Dealers with registered office, Providing after sale, repair & maintenance services	25%
<b>References</b> (Having previous/current experiences in handling similar items with other INGO/NGO, Corporate will get preference) 8 to 10 years – 15% 5- 7 years – 10 % 3-5 years – 05 % Less than 3 = 0%	15%
<b>Delivery Lead time</b> (out of 20% of the score) Minimum lead time offered by bidder for each option will receive the maximum score of 20%. The minimum lead time for each option is 2 to 3 days For 02 to 03 Days 10% For 4 to 10 Days 05 % More than 14 Days – 1 %	10%
<b>Total</b>	<b>100%</b>

Handicap International reserves the right to negotiate, accept or reject any bid or quotation at its sole discretion, and to continue the competitive dialogue for any response it considers advantageous. Handicap International is not obliged to accept the lowest prices or any of the bid. No bid may be modified after the closing date for the submission of bids.

Handicap reserves the right to draw up a list of pre-selected Tenderers. Further discussions and competitive dialogue shall then be conducted with the pre-selected Tenderers.



The purpose of the opening and evaluation of bids is to check that they are complete and valid.

A subsequent evaluation of the bid shall be carried out in Islamabad by an evaluation committee composed of representatives of Handicap International.

The contract/PO shall be awarded to the bid that is both technically and administratively compliant, but also the most economically advantageous, taking into account the quality of the services offered, the bid price, total acquisition cost and selection criteria defined here in this CFT.

In the interests of transparency and equal treatment, the evaluation committee may ask tenderers, in writing, to clarify their bids within 48 hours, without modifying them. None of these requests for clarification should be aimed at correcting any initial errors or omissions affecting the performance of the contract or undermining fair competition.

Any tenderers attempting to influence the evaluation committee in the process of examining, clarifying, evaluating and comparing bids with a view to obtaining information on the progress of the process or influencing Handicap International in its decision regarding the award of the contract shall have their tenders immediately rejected. No excuses shall be accepted for late submissions. Bids arriving after the deadline shall be rejected without evaluation.

➤ **Evaluation**

Items will be assessed in light of their consistency with required technical specifications.

➤ **Due diligence**

Physical verification: HI shall communicate with Tenderers for which items are assessed as compliant with technical specification for physical verification (visit to Tenderer's ex-shop or requesting samples being sent to HI).

<b>7. Cancellation of a call for tenders procedure</b>
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In the event of the cancellation of a call for tenders procedure, tenderers shall be informed by Handicap International.

If the call for tenders procedure is cancelled before any of the external envelopes have been opened, the sealed envelopes shall be returned to tenderers unopened.

A cancellation may occur when:



1. The tendering procedure has been unsuccessful, i.e. Handicap International has received no valid or financially viable bids, or no bids at all;
2. The project's economic or technical parameters have been fundamentally modified;
3. Exceptional circumstances or force majeure makes the normal execution of the project impossible;
4. All technically compliant bids exceed the available budget;
5. Irregularities have occurred in the procedure, especially if these have prevented fair competition.

In no circumstances shall Handicap International be liable for damages of any kind (in particular damages for loss of profits) in the event of the cancellation of a call for tenders, even if Handicap International has been warned of the possibility of damages.

The publication of a purchase notice does not commit Handicap International to implementing the announced programme or project.

## **8. Awarding of contract**

The contract shall be awarded to the bid offering the best quality/price/ delivery ratio according to the needs defined in the call for tenders.

Handicap International shall evaluate the bids in terms of total acquisition cost.

Handicap International shall give preference to bids from Tenderers who commit to a fixed rate for the entire duration of the contract (equipment + labour).

By virtue of this document, Handicap International holds ownership of all bids received as part of this tender procedure. Consequently, bids shall not be returned to tenderers.

Date:

Place:

Name:

Function:

Signature and company stamp preceded by the words "Read and approved":