



TransKarachi

Operator of the Karachi Breeze System

PROJECT: 47279-002, KARACHI BUS RAPID TRANSIT RED LINE PROJECT

Government of Sindh

REQUEST FOR QUOTATIONS

for

Procurement of Goods

Supply of Laptop and IT Accessories

at TransKarachi Corporate Office

RFQ No: KBRT-Goods-IT-03/2023

September 2023

REQUEST FOR QUOTATION - GOODS (RFQG)

Project Title: Karachi Bus Rapid Transit Red Line Project.
Source of Funding: Asian Development Bank (ADB)
Title of Procurement: Supply of Laptop and IT Accessories at TransKarachi Corporate Office
Contract Ref: KBRT-Goods-IT-03/2023 **Date of Issue of RFQ:** 21 Sept 2023

To: **Concern**

Sir/Madam:

1. The **TransKarachi** (Purchaser) hereby requests you to submit price quotation/(s) for the supply of the following items:
 - i. **Supply of Laptops** (HP EliteBook 640 G9 or equivalent) Details refer attachment 2.
 - ii. **Laptop Bag** (Dell Pro Briefcase 15) Details refer attachment 2.
 - iii. **USB** (Stick 64 GB) Details refer attachment 2.

To assist you in the preparation of your price quotation we enclose the Draft **Form of Quotation, Blank Price & Delivery Schedule, Specifications** of required Laptops with Bag and USB with this RFQ.

2. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:
 - (a) you/your firm are/is not a citizen/national of an ADB member country, or
 - (b) you/your firm have/has been associated with the firm that prepared the design and specifications, or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified, or
 - (c) you/your firm are/is owned by the Purchaser, or
 - (d) you/your firm are/is currently sanctioned or temporarily suspended by the Asian Development Bank for a violation of its [Anticorruption Policy](#) (1998, as amended to date), or
 - (e) the importation of goods or services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter VII of the Charter of the United Nations.
3. To be qualified, you must have experience as a registered supplier/dealer of the items covered by this **Request for Quotation** and, as evidence, you must also attach NTN, GST, a document of your experience as supplier in at least one contract in the last 3 years of a size and nature similar to the items in the supply schedule of this contract.
4. Your quotation should be submitted in accordance with the following instructions, procedures, and the terms and conditions.

Preparation of Quotations

- (a) Your price quotation shall be for all the items as described in attached documents. The supply order will be awarded to the respective firm (s) offering the lowest evaluated rates/prices for item (s) and earlier delivery time at the sole discretion of the Purchaser.
- (b) Your price quotation must be submitted only in the attached **Form of Quotation** with the **Price and Delivery Schedule, Detailed Technical Specifications/Configuration** for each quoted item along with **manufacturer's/ company's Brochures/Leaflets etc.** The currency of quoted prices and payment shall be Pakistani Rupee.

- (c) The prices should be quoted for supply and delivery at TransKarachi office located at C-89, Block- 2, Clifton, Karachi and should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English language) for each item quoted, including names and addresses of firms providing after-sales service facilities in Karachi Pakistan.
- (d) You shall submit only one set of quotation for the above items. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your **Form of Quotation**, your quotation will not be considered further.
- (e) You shall submit one original of the **Form of Quotation**, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail.
- (f) Your quotation should be **valid for a period of 15 days** from the deadline for submission of the quotation/(s) as indicated below. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of Suppliers for the project for two years. TransKarachi may request the participating Firms/Companies during the evaluation process to extend the Validity Period of their Bids/Proposals for a specified period (equal to or below the existing validity period of 15 Days) if the evaluation process delayed for whatever reason.

Submission and Opening

- (g) Your Quotation including **Form of Quotation** and filled **Price and Delivery Schedule** should be submitted by **28th September 2023 till 05.00 pm** with the required documents that should be signed, sealed in an envelope, and addressed to and delivered to the following address:

Purchaser's Address: Manager, Procurement & Contracts,
TransKarachi,
C-89, near Bilal Masjid, Block 2, Clifton, Karachi, Pakistan

Telephone: 021-3530024-43, 021-9933240, 021-99332512

E-Mail: procurement@transkarachi.pk

Note: The submission of quotations(s) in soft copy/format through electronic media/email is not allowed.

Evaluation and Comparison of Submitted Quotations

- (h) Quotations determined to be substantially responsive to this **Request for Quotation** will be evaluated by comparison of their offer prices. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this **Request for Quotation**.
- (i) In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
- (i) where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
- (ii) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

If you refuse to accept the correction, your quotation will be rejected.

Issuance of Supply Order

- (j) The Purchaser shall issue the formal Supply Order showing all the Terms & Conditions to the Supplier for the provision of required item (s) whose quotation has been determined to be substantially responsive to this Request for Quotation and who has offered the lowest price quotation and an early delivery.
- (k) The Supplier whose quotation has been accepted will be notified by the Purchaser within the bid validity period as stated in Section 4 (f) above from the date of submission of quotation through the return of a copy of the **Form of Quotation** with **Acceptance** signed by the authorized representative of the Purchaser. The overall contract price shall include all applicable taxes as per government law of land.

5. Further information can be obtained from:
- Name: Manager, Procurement & Contracts
Address: TransKarachi, C-89, Block 2, Clifton, Karachi, Pakistan
Telephone No: 021-3530024-43, 021-9933240, 021-99332512
E-mail: procurement@transkarachi.pk
6. The Purchaser intends to apply funds from the **Asian Development Bank (ADB)** for eligible payments under the **Contract** resulting from this **Request for Quotation**.
7. Under [ADB's Anticorruption Policy](#) (1998, as amended to date), suppliers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for award, and may impose sanctions or other remedial actions on parties involved, if it determines that the supplier recommended for award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported project while under temporary suspension or debarment by ADB pursuant to its Anticorruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.
8. You/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not, or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the purchaser's country, any international organization, and other donor agency.

If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries, subcontractors, and/or suppliers):¹

- (a) Name of Institution: _____
(b) Period of debarment, ineligibility, or blacklisting (start and end date): _____
(c) Reason for the debarment, ineligibility, or blacklisting: _____

9. You/your firms, joint venture partners', associates', parent company's affiliates or subsidiaries', including any subcontractors' or suppliers', key officers and directors have not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of ordinance which carry the penalty of imprisonment.

If so charged or convicted, please state details:²

- (a) Nature of the offense/violation: _____
(b) Court/Area of jurisdiction: _____
(c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): _____
(d) Other relevant details:

10. You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred or become ineligible to work with ADB or any other multilateral development banks, the purchaser's country, international organizations, and other donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of ordinance which carry the penalty of imprisonment.
11. Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015 as amended from time to time).
12. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.

13. Please confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).
14. The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
15. The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser at TransKarachi office address.
16. 100% Payment of supplied items will be made on successful delivery, of all items at site and accepted by the Employer (TransKarachi) upon submission of Supplier's Invoice supported by all the required supporting documents such as invoice and delivery challan.
17. Goods offered should be covered by warranty for at least 12 months from the date of delivery to the Purchaser. Any defects arise during the warranty period, the supplier will be bound to rectify/repair the items free of cost / without any charges.

Sincerely,
Manager, Procurement & Contracts
TransKarachi (Purchaser)


Attachment 1

SUPPLY AND DELIVERY SCHEDULE

Item	Description	Unit	Quantity	Unit Price	Total Price	Delivery Schedule

Attachment 2

TECHNICAL SPECIFICATIONS

Item		QTY
Laptop	HP EliteBook 640 G9 or equivalent, 12th Gen Core i7-1255U, 16GB DDR4, 1TB SSD, Intel Iris Xe Graphics, 14.1" HD, Windows 11 Pro, Silver, Wolf Pro Security Edition One Year Warranty	03
Laptop Bags	Dell Pro Briefcase 15 (Original) 	10
USB	Samsung or Equivalent USB Stick 64 GB	05

FORM OF QUOTATION (Goods)

To:

The TransKarachi
C-89, Block 2, Near Bilal Masjid, Clifton, Karachi, Sindh-Pakistan
Telephone: +92-21-9933476-8. E-mail: procurement@transkarachi.pk

We offer to execute the Supply of Laptops and IT Accessories in accordance with the **Terms and Conditions** and the priced **Supply and Delivery Schedule** accompanying this Quotation for the Contract Price of _____ [amount in words and numbers] (____) [name of currency] _____. We propose to complete the delivery of Goods described in the Contract within the Delivery Time indicated in the priced **Supply and Delivery Schedule**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the **Request for Quotation** document.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation; (c) are not owned by the Purchaser; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

Name of Supplier : _____
Authorized Signature : _____
Name of Signatory : _____
Title of Signatory : _____
Address : _____
Telephone Number : _____
Fax Number, if any : _____
Email address (optional): _____

ACCEPTANCE

Name of Client : TransKarachi

Authorized Signature :
Name of Signatory :
Title of Signatory :
Officer Date :