

Request for Quotation (RFQ)

**Procurement of Services
(Non-Consultant)**



**Procurement of Services for
Branding of FDE Schools**

Ref# PK-PCU 100(6)-RFQ

**Program Coordination Unit (PCU),
ASPIRE**

M/OFEPT Khyaban-e-Suharwardy, Zero Point, Pakistan Manpower Building, Gate 3, Ministry of
Federal Education & Professional Training, Islamabad

January 2024

Request for Quotation (RFQ)

The Program Support Unit PCU, ASPIRE M/OFEPT, invites quotations from eligible firms for “**Branding Services**” for Action to strengthen performance for inclusive and responsive education (ASPIRE) through Request for Quotation (RFQ)/Shopping method as defined in World Bank Procurement Regulations. For this purpose, the Program Coordination Unit invites quotations from eligible firms to perform the above referred non consultancy services on the fixed unit rates.

The Ministry of Federal Education & Professional Training acknowledges the transformative power of digital interventions in shaping modern education. The initiation of the Smart Classrooms Project across 140 Educational Institutions under the Federal Directorate of Education (FDE) and the Tele Schools Mobile Application stands as a testament to our commitment to innovative educational practices.

In continuation of these initiatives, the Ministry is seeking proposals from competent and experienced vendors to undertake the branding of these educational institutions. The primary objective is to enhance the visibility, accessibility, and engagement of these digital learning platforms within the school environment through strategic branding initiatives.

This RFQ solicits quotations from qualified vendors capable of delivering high-quality design, content creation, production, and installation of branding materials in adherence to specified guidelines and requirements. Vendors are expected to demonstrate proficiency in crafting engaging and informative visual materials tailored for diverse audiences, ranging from students in primary education to advanced levels.

The scope of this RFQ encompasses the creation of instructional and large-format educational posters for Smart Corridors across FDE’s 20 schools.

Interested vendors are invited to submit detailed proposals outlining their approach, expertise, proposed timelines, cost breakdown, and examples of prior relevant work as per the following criteria:

1. Eligibility Criteria:

You are requested to submit copies of the following documents as evidence of your eligibility:

- a) Registration with PEC of appropriate category for carry out civil works.
- b) Registered taxpayer with FBR.
- c) Office setups registered in the company’s name.
- d) Average Annual-Turnover of last 2-years must not be less than 1 million supported with bank statements.
- e) Experience of working with Government / private organizations /donor funded projects.
- f) The firm must not have been blacklisted by any organization or government, semi government, autonomous or any financial institution of Pakistan (affidavit on stamp paper).

2. Validity of Offers

The offers shall be valid until ninety (90) days from the date of opening of the quotation.

3. Preparation of Quotations

- (a) Quotation shall be evaluated on unit/cumulative rate basis, and the Purchase Order shall be issued to the respective firm offering the lowest evaluated price for all items in total against estimated quantities.
- (b) Your price quotation/(s) shall be for all the items as described in the attached Scope of Service.

4. Quoted Price

The quoted price will be inclusive of all applicable taxes.

5. Clarifications

Any clarification request regarding this RFQ may be sent in writing to **Procurement Specialist (Procurement Unit Head PCU)**, M/OFEPT Khyaban-e-Suharwardy, Zero Point, Pakistan Manpower Building, Gate 3, Ministry of Federal Education & Professional training, Islamabad before **12th January 2024 at 02:00 P.M.** The Purchaser will forward copies of its response to all Suppliers including a description of the inquiry but without identifying its source.

6. Sealing and Marking of Quotations

Quotations should be placed in a single envelope, clearly marked with the reference above, the name of the Supplier and the Implementing Agency.

7. Submission of Quotations

- a. Quotations are to be submitted in the form attached ***by courier or by hand.***
- b. The deadline for submission of Quotations is on or before **15th Jan 2024 at 11:00 AM.**
- c. The address for submission of Quotations is:

Attention: Project Procurement Specialist / Unit Head (Procurement)

Address: M/OFEPT Khyaban-e-Suharwardy, Zero Point, Pakistan Manpower Building, Gate 3, Ministry of Federal Education & Professional training Islamabad

8. Opening of Quotations

Quotations will be opened by the Purchaser's representatives on the same day after the deadline for the submission of Quotations i.e. **15th Jan 2024 at 11:30 AM**

9. Evaluation of Quotations

Quotations will be evaluated on lump sum basis to ensure compliance with the Technical Specifications and quoted price and any other requirements of the RFQ as per Schedule.

The lowest evaluated price will be determined after correcting any arithmetic errors and other specified adjustments, if any.

10. Award of Purchase Order

The Purchase Order will be awarded for the respective Supplier who:

- a. offers the lowest evaluated price,
- b. technically compliant quotation in accordance with the evaluation criteria above.

The Purchaser shall invite by the quickest means the successful Supplier for any discussion/clarification that may be needed to conclude the Purchase Order.

The purchaser shall publish an evaluation report on its website with free access, before issuance of purchase order, and 10 days grievance period will be given. The information shall include the name of the successful Supplier, summary of its scope and their quoted and evaluated prices. The Competent Authority reserves the right to cancel all the offers.

On behalf of the Purchaser:

11. Program Specialist (PCU) / Unit Head (Procurement)

M/OFEPT, Khyaban-e-Suharwardy, Zero Point, Pakistan Manpower Building, Gate 3, Ministry of Federal Education & Professional Training, Islamabad.

For information: uzma.malik.pcu@gmail.com , omarmasoodkhan70@gmail.com

Evaluation of Quotations

Evaluation Criteria:

The Procuring Agency's evaluation of a quotation may consider, in addition to, the Price quoted in compliance to the "Scope of Services" and the documents submitted with the RFQ. **The Service providers are advised to submit description of goods (with brand name / make model etc.) and compliance to scope of services to be performed with the quotation.**

The Intended Completion Date is **One (01) Month** w.e.f. signing of contract.

Purchaser's Requirements
Bills of Quantity
(Scope of Services for Branding of Schools)

i) **Smart Corridor Learning Boards and Wall Painting**

Items Description	Specifications	Quantities	Schools FDE (Annexure A)
Acrylic Boards	Size Length and width 3*4 ft with approved vinyl pasting of pictures	120 Boards, 6 each school	20 Schools
Plastic Emulsion	The application of three coats of plastic emulsion paint on walls and ceilings. This includes thorough surface preparation, involving cleaning and sandpapering and surface preparation as directed by the Engineer-in-Charge.	82000 sq. ft	20 Schools
Super glass synthetic enamel paint	Applying two coats of enamel paint on Door and Windows	20 Schools Windows and Doors (Average 4 Windows and 4 Doors)	20 Schools

- (1) The design and production of 3x4 ft acrylic boards for all 20 FDE's educational institutions (See ANNEXURE-A for list of schools).
- Ensuring the acrylic boards contribute to the overall learning environment aesthetics, fostering an engaging atmosphere for students.
 - Guaranteeing the appropriate installation and strategic placement of these boards within the designated smart corridors across all 20 institutions.
 - The production, transportation, and fixation of these boards in corridors should be included in the quoted cost: **six (3 x4 ft) boards per school.**
- (2) The application of three coats of plastic emulsion paint (of approved shades) on walls and ceilings. This includes thorough surface preparation, involving cleaning and

sandpapering and surface preparation as directed by the Engineer-in-Charge.

- (3) Applying two coats of approved super glass synthetic enamel paint (of approved shades) on plastered surfaces, inclusive of the cost for one priming coat, across any floor and at any height. This comprehensive painting service ensures a smooth finish and meets the specified make and shade requirements.

ii) **Other Special Conditions**

1. Payment will be made on submission of invoice accordingly as per Purchase order.
2. The following are included without limitation in the definition of “unsatisfactory service”:
3. Firms shall be responsible for providing the best qualities of whatever will be the requirement. In case of noncompliance, payment for that period shall be deducted.
4. The firm will provide the price/unit rates inclusive of all applicable taxes.
5. The rates should be inclusive of all taxes and transportation costs done by the time. Any inspection or during inspection any item is not up to the quality requirement and that item will be replace without any additional cost by the firm.
6. The PO will be issued by the Procurement Specialist on a most advantageous and need basis. It would be framework contract for branding through boards, paints, decoration material, and posting of communication material till ASPIRE PROJECT Life - June 30th, 2025.
7. The duration of the contract can be extended on substantiation of occurrence and the scope can be enhanced or reduced more than that is required after written consent of the employer prior to execution.
8. The inspection will be done by the Procurement Team (Procurement officer and Assistant).
9. Invoice will be verified by the procurement team and endorsement will be done by the Procurement Specialist to FMS for Payment Purposes
10. The inventory record delivery challan will be verified every time by the procurement team with the supervision of Procurement Specialist and Team (Principal of the institution, FDE, will sign off the delivery challan and inventory of the work done).
11. All invoices must be submitted to the Procurement Specialist with delivery challan acceptance endorsed by the procurement team before any payment to vendor will be whole responsibility of vendor to get it done by their team.

Price Schedule

ANNEX 3: Quotation Forms Supplier Quotation Form

From:	<i>[Insert Supplier's name]</i>
Supplier's Representative:	<i>[Insert name of Supplier's Representative]</i>
Title/Position:	<i>[Insert Representatives title or position]</i>
Address:	<i>[Insert Supplier's address]</i>
Email:	<i>[Insert Supplier's email address]</i>

To:	Procurement Specialist ASPIRE
Purchaser's Representative:	
Title/Position:	Procurement Specialist /
Address :	M/OFEPT khyaban -e Suharwardy zero point Pakistan Manpower Building /Gate 3 Ministry of Federal Education & Professional training Islamabad
RFQ Ref No.:	
Date of Quotation:	

Dear *[insert name of Purchaser's Representative]*:

SUBMISSION OF QUOTATION

1. Conformity and No Reservations

In response to the above-mentioned RFQ we offer to supply the Services, as per this Quotation and in conformity with the RFQ. We confirm that we have examined and have no reservations to the RFQ.

2. Quotation Price

The Price Schedule is as under *[insert the total price of the offer in words and figures, indicating the various amounts and the respective currencies]*.

3. Quotation Validity

Our Quotation shall be valid until 60 days in the RFQ, and it shall remain binding upon us and may be accepted at any time before it expires.

4. Not Bound to Accept

We understand that you reserve the right to:

- a. accept or reject all Quotations and are not bound to accept the lowest evaluated cost Quotation, or any other Quotation that you may receive, and
- b. Annul the RFQ process at any time prior to the award of the Purchase Order without incurring any liability to Suppliers.

On behalf of the Supplier:

Name of the person duly authorized to sign the Quotation on behalf of the Supplier: *[insert complete name of person duly authorized to sign the Quotation]*

Title of the person signing the Quotation: *[insert complete title of the person signing the Quotation]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* day of *[insert month]*, *[insert year]*

**ANNEXURE-A
(LIST OF 20 SCHOOLS)**



Federal Directorate of Education

Government of Pakistan
Ministry of Federal Education & Professional Training
Federal Directorate of Education, Islamabad
(Research & Development)

SMART CLASSROOM PROJECT INSTITUTIONS

S. #	EMIS #	Institution Name	Head Name	Contact #	Email ID
1	203	IMS (I-V) G-6/1-1	Ms. Nazia Faisal	3364810810	nazia.faisal01@gmail.com
2	204	IMS (I-V) G-6/1-3	Ms. Asfa Dilshad	3215360825	asfayou75@gmail.com
3	206	IMS (I-V) G-6/4	Ms. Shagufta Tayyab	3345013217	
4	208	IMS (I-V) G-6/2, Café Irum	Ms. Samreen Jamal	3334530428	ddo.ims.g62.id8504@gmail.com
5	212	IMS (I-V) G-6/1-2	Ms. Nahid Fatima	3005085508	ddoimsonetwo@gmail.com
6	213	IMS (I-V) G-7/1	Ms. Matina Farrukh	3009727594	mfarrukh925@gmail.com
7	220	IMS (I-V) G-7/3-3	Ms. Sadia Hanif	3335669253	sadia.hanif38@gmail.com
8	226	IMS (I-V) F-6/4	Ms. Anjum Ara	3325201219	anjumjalees@gmail.com
9	228	IMS (I-V) F-6/1	Ms. Rukhsana Afzal	3105047877	rukhafzal2012@gmail.com
10	243	IMS (I-V) #. 01, G-8/1	Ms. Ayesha Bibi	3485541610	ayeshabibi880@gmail.com
11	300	IMS (I-V) F-8/3	Ms. Samina Javed	03345508228	samina.javed311@gmail.com
12	210	IMS (I-V) G-6/2, HLR	Ms. Alia Masood	3341510562	aliaashfaque@gmail.com
13	231	IMS(I-V) F-7/2	Ms Rabia Qayyum	3339293281	imsf721to5@gmail.com
14	295	IMS (I-V) #. 2 G-7/2	Ms. Mamoona Nasreen	3335372034	moonanasreen69@gmail.com
15	244	IMS(I-V) #.2 G-8/1	Ms. Rehana Perveen	3219507955	rehana.perveen46@gmail.com
16	230	IMS(I-V) F-7/2-4	Ms. Noreen Fazal karim	3339457372	jollydavidkhan@gmail.com
17	207	IMSG (VI-X) G-6/2	Ms. Asifa Naseem	3325509193	asifakhurram786@gmail.com
18	213	IMSG (VI-X) G-7/1	Ms. Musarat Sadiq	3445916284	musaratadil@yahoo.com
19	224	IMSG (VI-X) F-6/1	Ms. Nusrat Yasmeen	03321508237	
20	239	IMSG (VI-X) G-8/2	Ms. Sajida Bibi	3325051683	sajidaafridi378@gmail.com