

Request for Quotation (RFQ)

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



**Procurement of ASPIRE PCU
Stationary Services (under
Framework Contract)**

Ref# PK-PCU 100(4)-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

November, 2023

Request for Quotation (RFQ)

The Program Support Unit PCU, ASPIRE M/OFEPT invites quotations from eligible firms for “**Stationary Supplies Services**” for Action to strengthen performance for inclusive and responsive education ASPIRE Program through Request for Quotation (RFQ)/Shopping method as defined in World Bank Procurement Regulations. For this purpose, Program Coordination Unit invites quotations from eligible firms to perform above referred non consultancy services under frame work contract for a period of one year extendable subject to satisfactory performance and mutual consent on the fixed unit rates:

1. Eligibility Criteria:

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

- a) Minimum of 7 years of experience in providing such services;
- b) Registered taxpayer with FBR and authorities;
- c) Average Annual-Turnover of last 2-years must not be less than 5 million;
- d) Experience of working with Government / donor funded projects (at least 6 similar project) in last 7 years (attach copies of work orders);
- e) The firm must not have been blacklisted by any organization or government, semi government, autonomous or any financial institution of Pakistan.

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 attached Scope of Service.

4. Quoted Price

The quoted price will include 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 5th **Dec 2023 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 **11th Dec 2023 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. **11th Dec , 2023 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 a 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:

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 take into account, 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) Year w.e.f. signing of contract extendable with mutual consent on the fixed unit rate till June 2025. The Project is Hiring of firm for stationary and supplies Services will be June 2025 however Purchase order will be issued monthly or bimonthly on the basis of the need by the Procurement Specialist (under framework contract).

The Qualification Information to be submitted is as follows:

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

- a) Minimum of 7 years of experience in providing such services;
- b) Registered taxpayer with FBR and authorities;
- c) Average Annual-Turnover of last 2-years must not be less than 5 million;
- d) Experience of working with Government / donor funded projects (at least 6 similar project) in last 7 years (attach copies of work orders);
- e) The firm must not have been blacklisted by any organization or government, semi government, autonomous or any financial institution of Pakistan.

Purchaser's Requirements

(Scope of Services)

- i) On some occasions the Firm may be asked to arrange stationary supplies /printings pump lets/supplies (s) immediately as per the requirement of the Client – in which case no notice requirements will apply. Any delay in the provision of the same can hamper Client's operational commitments which in no case is acceptable to the organization and might lead to termination of the contract.
- ii) Payment will be made on a monthly basis.
- iii) Payment regarding air fair tickets as per need basis in shape of providing list.
- iv) The following are included without limitation in the definition of "unsatisfactory service":
- v) In case of repair of any toner or filling, the Firm shall provide an alternate similar toner on urgent basis without any delay and in this regard no extra charges shall be paid by the Client.
- vi) Firms shall be responsible to provide the latest material and best qualities of paper material legal /A4 whatever will be the requirement. In case of noncompliance, payment of that period shall be deducted.
- vii) The firm will provide the price/unit rates inclusive of all applicable taxes.
- viii) The tentative quarter plan will be shared and every quarter a new purchase order on open framework contract will be issued as per prevailing fix rates quoted at the time of submission however rates can be revised after one year keeping in view consumer price index and inflation 2nd year contract will be issued with revised maximum up to 15% increase in total amount. In case the client is not satisfied with the Vendor in that case a new RFQ will be issued for open competition to rehire the services. In case of failure of providing good quality services on one month notice contract will be terminated by the Procurement Specialist PCU.
- ix) The rates should be inclusive of all taxes and transportation cost or repair maintenance cost in case any breakage done by the time of inspection or during inspection any item is not up to the quality requirement that item will be replaced without any cost by the firm
- x) The PO will be issued by the Procurement Specialist on the basis of need quarterly or before quarterly each year.
- xi) Duration of the contract would be up to June 2025.
- xii) Inspection will be done by the Procurement Team Procurement officer and Assistant.
- xiii) Invoice will be verified by the procurement team and endorsement will be done by the Procurement Specialist to FMS for Payment Purposes
- xiv) Stock Registers will be maintained by the Procurement and Admin team with the supervision of Procurement department Team.
- xv) Before issuance of Stationary to any employee a requisition form will be sanctioned by the Procurement Specialist to the administration for issuance. However, Issuance will be made on that Performa from the administration.

PCU (M/o FEDERAL EDUCATION)

S.NO	NAME OF ITEMS	QUANTITY
1	FILE COVER WITH PRINTING AS PER SAMPLE	1500
2	STAPLER MACHINE MGS-10	75
3	STAPLER PIN DOLLAR 24/6	500
4	PUNCH MACHINE SINGLE HOIE LARGE	75
6	DRAFTING PADS as per sample	500
8	BOX FILE EXEUTIVE IMPORTUD BLUF white	500
9	FILE BOARD A-4	300
10	TAG COTTON PKT	100
11	FLAG POSTED COLOURFD SET OF 5	1000
13	WHITE FLUID PEN KITA	100
14	SHARPNER STEEL SILVER	500
15	UNIBALL MARKOR EYE FINE BLUE	500
16	UNIBALI- MARKER EYE FINE BLACK	500
17	HIGHLIGHTER MARKER PIANO YELLOW	100
18	HIGHLIGHTER MARKER PIANO GREEN	100
19	GUM STICK LARGE DELI	100
20	FNVEI OPFS CRAFT FILE SIZE	2000
21	ENVELOPES CRAFT 10X12	2000
22	WHITE BOARD 2X3 LOCAL	20
23	WHiTE BOARD MARKER DOLLAR	250
24	(OFF SET PAPER 80 GMS A/4 IMPORTED PAPER ONE AA	500
25	PENCIL JAR WITH WOODEN BASE	50
26	ENVLI OES WHITE A/4	2000
27	DIARIES WITH EALSTIC	100
28	PIN OPENER KW	100
29	FILE TRAY STEEL SET OF 2	25
30	ENVELOPES WHITE 11X5	2000
31	ENVELOPES WHITE 9X4	2000
32	WIRELESS MOUSE A/4 TECH	25
33	Ball Point Piano 0.8mm	1000
34	File Seperator Set of 10 Card	250
35	Log Book No.6	25
36	Stepler Machie KW H/D 50 LCN	10
37	Scissors	50
38	Dollar Pointer (Green)	100

39	Dollar Pointer (Red)	100
40	Dollar Pointer (Black)	100
41	Dollar Pointer (Blue)	250
42	Eraser	250
43	Sticky Notes pkts / boxes	500
44	Table Planner (2024)	35
45	Thumb Pins box	100
46	File Tray Plastic	50
47	Section Diary Register	20
48	Parmanent Market (Blue/Black)	100
49	Foot Scale Steel	50
50	White Board large with Stand	2
51	Calculator	10
52	Visiting Card Holders as per sample	30
53	File Open Register	10
54	Lead Pencil with Eraser	1000
55	Paper Clips box	120
56	Visiting Card for Officers/Officials	10000 approx.
57	Stamps for Officers	30 approx.
58	Name Plates/Desk Plates	30
59	Mouse Pad (Imported)	50
60	Blue Diary as per sample	150

PCU (M/o FEDERAL EDUCATION)

S.NO	NAME Of ITEMS	QUANTITY
1	TISSUE PAPER ROSE PETAL LUXURY	2000
2	TISSUE PAPER Hygeine BROWN Pkt each (Towel)	3000
3	TOILET ROLL ROSE PETAL	3000
4	DUSTER COTTON WHITE AND YELLOW	500
5	BROOM 500 GMS	75
6	DRY MOP (STEEL)	50
7	WIPPER LARGE SIZE BLACK	10
8	LIQUID SOAP HAND WASH 5 LTR as per sample	20
9	CALL BELL REMORT CONTROLL	5
10	MACHINE MORTEIN LIQUID	50
11	AIR FRESHNER BOTTLE AIR WICK as per sample	500
12	INSECT KILLER COBRA SPRAY	100
14	LEMON MAX LIQUID DISH WASH 475 ML	75
15	FOOT MAT BIG SIZE	20
16	DETTOL SURFACE CLEANER 1 LTR	100
17	DRY MOP REFILLER	20
18	STEEL WASTE PAPER BASKET WITH PEDAL 12 LTR	10
19	SURF 55GMS pkt	250
20	AIR FRESHNER DISPENSER Machines as per sample	10
21	PAIR OF CELL FOR WALL CLOCK	500
22	ACID for washroom cleaning	100
23	PUCHARA STEEL HANDLE	25
24	GARBAGE BAG 12 LTR	50kg
25	GARBAGE BAG 30 LTR	50kg
26	MORTINE REFILL	250
27	PLASTIC BALTY	10
28	POLISH FOR VEHICLE	50
29	AIRFRESHENER FOR VEHICLE	50
30	HAND SANITIZER purel	20
31	FACE MASKS	10 PKT

32	SD CARDS WITH JACKET FOR CAMERA (256GB)	5
33	USB (64 GB)	10
34	FIRST AID BOX	2
35	AIPORT PUCHARA	30
36	WIPER (SMALL)	10
37	TOILET BRUSH (NYLON)	12
38	pairs of CELL FOR BELL	100
39	PHENYL bottles	50
40	WALL CLOCK as per sample	3
41	EXTENSION LEADS (A QUALITY)	30
42	WATER SET	3
43	WATER GLASS (PACK OF 6)total 36 glasses	4
44	LED BULBS 35W	25
45	SDMI CONNECTORS	15
46	COLORTONERS FOR HP LASER JET PRO MFP M177fw	2
47	TONER FOR XEROX ALTALINK 138055	2
48	TONER FOR HP LASER JET MFP M 436dn	2
49	TONERS FOR HP LASER JET PRO MFP-M428fdw	15
50	STEEL FOOD CONTAINERS WITH SPIRIT LAMP	6
51	CELL FOR Wireless Mouse	200
52	BY METER FLOOR MATES FOR ENTRANCE	5
53	STEEL TONGS	10
54	STEEL SPOONS	36
55	STEEL FORKS	36
56	STEEL DINNER KNIVES	36
57	TEA SET / CUPS WITH SAUCERS (SAWAN) AS PER SAMPLE	36
58	ROOF FANS WITH INSTALLATION AS PER SAMPLE	20
59	EXHAUST FANS WITH INSTALLATION AS PER SAMPLE	5
60	PLANTERS STEEL AS PER SAMPLE	24
61	STAIR CASE MATES AS PER SAMPLE	50

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 named 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 the 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]*