

**Khyber Pakhtunkhwa Information Technology  
Board (KPITB)  
Plot # 134-136, Industrial Estate, Hayat Abad  
Peshawar, KP**

**To: [Name and Address of Bidder]**

Procurement Reference: PK-KPITB-184156-NC-RFQ

Date: 12/10/2020

Dear Sir,

**PROJECT: DIGITAL JOBS IN KHYBER PAKHTUNKHWA**

**REQUEST FOR QUOTATIONS FOR [HIRING OF RENTED VEHICLE FOR 20 MONTHS]**

The Khyber Pakhtunkhwa Information Technology Board (KPITB) invites your quotation for the items described above.

The KPITB has received a grant from the MDTF administered by the World Bank, intends to apply the proceeds of this grant to eligible payments under the contract for which this Request for Quotations is issued. This procurement process will be conducted in accordance with the shopping procurement method contained in the World Bank Guidelines July 2016 and the procedures described herein.

**1. Preparation of Quotations:** You are requested to quote for these items by completing, signing and returning:

- the List of Goods and Price Schedule;
- the documents confirming your eligibility, as listed below;

The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

**2. Validity of Quotations:** The quotation validity required is 90 days.

**3. Sealing and marking of Quotations:** Quotations should be placed in a single sealed envelope, clearly marked with the Reference above, the name of the Bidder and the Implementing Agency.

**4. Submission of Quotations:** Quotations should be submitted to the address below by mail, by the date and time of the deadline below.

Date of deadline: 19/10/2020. Time of deadline: 02:30PM. Time of Opening: 03:00PM.

Address: Plot # 134-136, Industrial Estate, Hayat Abad, Peshawar

Facsimile: 091-9217486. Email: [Irfan.sstd@gmail.com](mailto:Irfan.sstd@gmail.com)

**5. Eligibility Criteria:** You are required to meet the following criteria to be eligible:

- a). Supplier shall be registered with FBR and shall be an active tax payer
- b). The supplier shall be an authorized partner/dealer/distributor/reseller
- c). Have completed atleast 3 projects of similar nature and amount
- d). Have office in Peshawar for after sales services
- e). Suppliers who previously failed to delivered goods/services within the given time or incomplete are not eligible to apply;
- f). Have the legal capacity to enter into a contract;
- g). Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- a). Not have had your business activities suspended or debarred from public procurement by the Office of Government Public Contracts Policy;
- b). Be eligible, as defined below;

**6. Documents Evidencing Eligibility:** You are requested to submit copies of the following documents as evidence of your eligibility.

- a). Valid trading licence or equivalent;
- b). Valid certificate of registration or equivalent;
- c). Valid registration certificate with FBR and proof of active tax payer
- d). Affidavit of non-blacklisting/non-bankrupt
- e). Proof of 03 similar projects completed (POs/contracts)
- f). Detail description/broachers of the product offered

**7. Origin of Goods:** All Goods and related services shall have as their country of origin an eligible country.

8. **Technical Criteria:** The Specification details the minimum specification of the Goods required. The Goods offered must meet this specification.
9. **Currency:** Quotations must be priced in Pakistani rupees.
10. **Best Evaluated Bid:** The best evaluated bid shall be the lowest priced quotation, which is eligible and technically compliant.
11. **Delivery:** Prices should be quoted CIP (named place of destination) for imported goods and ex factory for domestically supplied goods [or DDU (named point)] according to INCOTERMS 2000.
12. **Duties and Taxes:** The quoted price shall be inclusive of all Government applicable duties and taxes.
13. **Delivery Schedule:** Delivery required should be 03 weeks from date of Purchase Order.
14. **Warranty:** Shall be twelve months from the date of delivery.
15. **Terms of Payment:**

Payment shall be made within 30 days against submission of your Invoice and supporting documents following delivery of the Goods/Services.

16. **Eligible Countries:** Pakistan only

Any resulting contract awarded shall be by placement of a Purchase Order.

Any queries should be addressed to the Project Management Team at the address given above. Please prepare and submit your quotation or inform the undersigned if you will not be submitting a quotation.

Yours sincerely,

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Procurement Specialist

## STATEMENT OF REQUIREMENTS

### List of Goods and Price Schedule

Procurement Reference: PK-KPITB-184156-NC-RFQ

We offer to supply the items listed below in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in the Request for Quotations.

The validity period of our quotation is: \_\_\_\_\_ days/weeks/months.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is: \_\_\_\_\_ days/weeks/months from date of Purchase Order.

The warranty period offered is \_\_\_\_\_ months.

**Currency of Quotation:** \_\_\_\_\_

Item No	Description of Goods	Quantity	Unit of Measure	Country of Origin	Unit Price [Ex Taxes]	Unit Price [Incl. Taxes]	Total Price [Incl. Taxes]
1.	<b>Rented Vehicle with Driver and Tracker Installed:</b> Make: Toyota Corolla Gli/ Toyota Yaris Model: 2019/20 Colour: White or Black Registered City: Peshawar/Islamabad Engine: 1.3 Patrol Insurance: Yes	20 Months 01 vehicle	Month				
<b>Other additional costs</b>							
<b>Subtotal</b>							
<b>Total</b>							

**Prices quoted are:** Inclusive of Taxes, Transportation and Installation charges

**Quotation authorised by:**

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

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

Position: \_\_\_\_\_

Date: \_\_\_\_\_

(dd/mm/yy)

Authorised for and on behalf of:

Company: \_\_\_\_\_