

**Government of Pakistan
Ministry of Commerce
Permanent Mission of Pakistan to WTO

TENDER NOTICE FOR PROCUREMENT OF IT EQUIPMENT

Permanent Mission of Pakistan to WTO, Ministry of Commerce, Government of Pakistan, invites sealed bids from eligible bidders (original manufacturers/authorized distributors/authorised suppliers) in Switzerland/Pakistan registered with relevant Income Tax and Sales Tax Departments/TVA authorities for the supply and installation of following internationally recognised branded equipment in the Permanent Mission of Pakistan to WTO, Geneva, Switzerland as per given specifications:

S.No.	Description	Quantity	Specifications
1.	Branded Laptop	5 Units	2.5 to 3.0 GHz Intel® Core™ i5/i7 Processor (Dual/Quad Core) or equivalent chipset, minimum 8GB RAM and minimum 512 GB fixed storage drive, 12-15" LED display, Intel Graphics 6000 or equivalent, 10-12 hours battery backup, USB, Bluetooth, HDMI, 802.11ac WiFi, audio/video ports, and HD Camera. Pre-installed genuine operating system and standard applications software. Minimum 1 year Manufacturer's Warranty and after sale service.
2.	Branded Desktop Computers	7 Units	1.5 to 2.5 GHz Intel® Core™ i5/i7 Processor (Dual/Quad Core) or equivalent chipset, Minimum 8 GB RAM and 1TB fixed storage drive. Same Brand LED display minimum 21", USB, Ethernet, Video/Audio Ports and preferably 802.11ac WiFi compliant hardware with Keyboard and Mouse. Genuine pre-installed operating System and standard applications software. Minimum 1 year manufacturer's Warranty and after sale service.

2. Bidding document containing detailed terms and conditions, method of procurement, procedure for submission of bids, opening of bid, clarification/rejection of bids etc. are available for the interested bidders at the website of Permanent Mission of Pakistan to WTO i.e. www.wto-pakistan.org Ministry of Commerce website www.commerce.gov.pk and Public Procurement Regulatory Authority (PPRA) website www.ppra.org.pk free of cost.

3. Both Financial/Technical Bids (in single document) in sealed envelope on company's letter head should reach the office of the Permanent Mission of Pakistan to WTO, 37-39, Rue de Vermont, Geneva, 1202, Switzerland by 6th June, 2016 before 1130 hours Geneva Time (UTC+01). The bids shall be opened on the same day at 1400 hours in the presence of the bidders or their authorized representatives, who may choose to be present. The qualified bidders shall be informed accordingly on the same day.

4. The competent authority reserves the right to increase or decrease the quantity of items to be purchased and to accept or reject any or all Bids in the light of Rule-33 of PPRA. Detailed terms & conditions are contained in the bidding document.

(Tariq Viqar Bakhshi)
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of Pakistan to WTO/HOC
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Government of Pakistan
Ministry of Commerce
Permanent Mission of Pakistan to WTO

TENDER DOCUMENTS FOR PROCUREMENT OF IT EQUIPMENT

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Notice of the bids issued on Ministry of Commerce/Permanent Mission/PPRA's websites is the part of this contract document.

Terms and Conditions

1. DATE AND TIME OF RECEIPT OF BIDS
 - a. Bidding documents duly completed will be received on or before 6th June, 2016 up to 1130 hrs Geneva Time (UTC+01). The submission and evaluation of bids will be carried out under the "Single Stage One Envelop Procedure". The Bids will be opened at the Permanent Mission of Pakistan to WTO on the same day at 1400 hrs, in presence of the bidder or bidder's representative who may choose to attend.

- b. Bidders should submit their bids on company's letter head addressed to the Deputy Permanent Representative of Pakistan to WTO/HOC, 37-39 Rue de Vermont, Geneva, 1202, Switzerland.

2. COMPANY INFORMATION:

- a. Name of the Firm _____
- b. Date of Establishment of Business
(Documentary proof of registration etc.) _____
- c. Address _____
- d. Telephone No _____ Fax No. _____
- e. GST/TVA No _____
- f. National Tax No _____

3. EVALUATION CRITERIA:

- a. Contract for supply will be awarded to financially lowest bidder, subject to fulfilment of technical specifications.
- b. If two or more bidders quote equal lowest price, the contract will be awarded to the one having more experience in the field.
- c. The bidder should quote its rates clearly for each item, in both figures and words.

4. PRICES:

- a. The bidder should quote its rates clearly in CHF in both figures and words
- b. The rates quoted shall remain valid for three months from the date of opening of the tender.
- c. Exemption from local taxes as admissible to Diplomatic Missions shall be availed.
- d. No transportation/carriage charges will be allowed.

5. PAYMENT PROCEDURE:

- a. No advance payment shall be made against the supply of equipment / software mentioned in this bidding document.
- b. Payment of bill shall be made after delivery of the equipment /software at the Permanent Mission of Pakistan to WTO, and issuance of satisfactory completion/stock verification certificate
- c. The equipment should be new, not used or refurbished. The components of the equipment should be assembled by the manufacturer.
- d. The equipment/software should be arranged through the legal channels by providing all duties/taxes (if any)

6. DELIVERY PERIOD:

- a. Delivery of items to be made within four (02) weeks after issuance of supply order. After expiry of delivery time supply order shall stand cancelled.

- b. Vendor will be responsible for the safe supply of equipment / software at Permanent Mission of Pakistan to WTO, Geneva, Switzerland with the provision of free warranty/support mentioned in the specifications.

7. AUTHORIZED DEALER/DISTRIBUTOR/PARTNER:

- a. Bidder shall be an authorized dealer / reseller / distributor / supplier / partner of the quoted brand / manufacturer OR the bidder can also be an authorized reseller of an authorized distributor / dealer / partner etc. Certificate of dealership or any other proof from the manufacturer is required in the name of the authorized dealer of the manufacturer.

8. DISQUALIFICATIONS: Offers are liable to be rejected if, there is any deviation from the instructions as laid down in the bid document i.e.

- a. Offers are received after specified date and time.
- b. Specification and other requirements are not properly adhered to or different from those given in the bidding documents.
- c. Supplier is not an authorized dealer/reseller/distributor/partner and warranty provider of the principal manufacturer
- d. Any inferior product / spec / requirement that mentioned above.
- e. Firm blacklisted by any government/semi government/autonomous body for breach of contract or other legal liabilities.

9. The Permanent Mission of Pakistan to WTO reserves the rights to accept or reject any bid, or can increase/decrease the quantity as per PPRA rules.