**Doc 3: Instructions to Tenderers**

*Supplies to be Provided*

***LOT 1 – Provision of Laptops***

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| --- | --- | --- | --- | --- |
| **S.No.** | **Item** | **Specification** | **Quantity** | **Unit** |
| 1 | Laptop | Elite Book 840 Core i7, Latest Gen, 14 inch G11, (Touch Screen), 512 GB, 16 GB, Charger and Backpack or equivalent | 3 | No |
| 2 | Laptop | Elite Book 840 Core i7, Latest Gen, 14 inch G11, (Non-Touch), 512 GB, 16 GB, Charger and Backpack or equivalent | 3 | No |
| 3 | Laptop | Elite Book 640 G11, Core i5, 512 GB, 8GB, Charger and Backpack or equivalent | 3 | No |

*Closing date and time for submission of tenders:*

**1130 Hrs on November 21, 2024**

1. *Submission of tenders*

Tenders should reach at **Plot No. 144, Street 30, I &T Centre, Sector G-9/1, Islamabad**, on or before 1130 Hrs on November 21, 2024 and should be clearly marked “TENDER NOV-24-140”

1. *Schedule of delivery*

As soon As Possible

1. *Language of offers*

All tenders documents are to be submitted in English

1. *Period of validity of offers*

All bids must be valid for 90 Days from the tender submission date.

1. *Currency*

Pakistani Rupee

1. *Terms*

Cost must be given in Pak Rupees including all applicable government taxes. (WHT & GST)

Cost must be inclusive of all applicable taxes, delivery charges, loading/unloading and all other allied costs.

Taxes will be deducted at the time of payment.

Payment details of the supplier must be clearly stated e.g. to whom cheque should be addressed if necessary.

Payment will be made after satisfactory delivery and inspection of above stated items.

Procurement committee reserves the right to change the quantities or cancel/reject any or all offers without assigning any reason.

Bidders must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently black listed

Lowest price will not be the sole criteria; quality, delivery time and previous experience will also be considered.

The bidder must be an approved and authorized dealer for the laptop model being quoted.

1. *Type of contract*

Supplies Contract

1. *Lots*

**LOT-1:** Provision of Laptops

1. *Content of tenders*

-Technical Specification (experience)

-Financial Offer

-Signed Tenderers Declaration

-Company Certificate of Registration

-Completed ‘Tenderers Relevant Experience Form’

1. *Performance Guarantee*

A pay order/ demand draft in favor of “Concern Worldwide” with a value of 5% of the bid amount must also accompany the bid as Tender Guarantee. Bids received without Tender Guarantee may be rejected. If the selected bidder refuses to sign the supplies contract then Concern reserves the right to forfeit the bid security.

1. *Evaluation of tenders*

Lowest price will not be the sole criteria; the quality of Items, Delivery time period & previous experience will also be considered.

1. *Submission of samples*

Samples will be evaluated before awarding the final contract.

1. *Cancellation of the tender procedure*

Tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason.

1. *Data protection*

**Concern Worldwide** guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. **Concern Worldwide** guarantees confidentiality of the procurement process.