

**OVERSEAS PAKISTANIS FOUNDATION**

**MINISTRY OF OVERSEAS PAKISTANIS & HUMAN RESOURCE DEVELOPMENT,**

**GOVERNMENT OF PAKISTAN**

Request for Quotation (RFQ)

For

Supply of E-Learning Equipment

OVERSEAS PAKISTANIS FOUNDATION

SHAHRAH-E-JAMHURIAT, SECTOR G-5/2, ISLAMABAD

PHONE: 051-9048263

[www.opf.org.pk](http://www.opf.org.pk)

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# Introduction

Overseas Pakistanis Foundation (OPF) is a public sector company that functions for the welfare of Overseas Pakistanis (OPs) & their families/dependents in Pakistan. The foundation is assisting and looking after the interests of the dependents and family members of OPs in the fields of education, welfare, housing and health. It functions under the administrative control of Ministry of Overseas Pakistanis & Human Resource Development, Government of Pakistan. Under the mandate, OPF manages 26 educational institutions established throughout the country including AJK, which are providing quality education to the children of Overseas Pakistanis from Pre-Nursery to Intermediate level.

OPF has undertaken step to integrate technology in the teaching and learning process through the Information and communication Technologies (ICT). In this backdrop, OPF has launched its pilot e-Learning program that has been strategized to cope with the challenges of shortage of quality subject teachers across various OPF educational institutions operating in different parts of country.

Specifically, e-Learning activities enable teachers at Islamabad and Rawalpindi based OPF institutions to deliver online lectures to the students enrolled at other OPF institutions, all inter-connected with technology. State-of-the-art and sound-proof e-Learning studios are established at OPF’s 3 flagship institutions located at Islamabad and Rawalpindi from where online lectures are aired to other OPF’s schools operating in far-flung areas across country. To be specific, e-Learning pilot project was launched across following OPF’s institutions

1. OPF Girls College, Islamabad
2. Boys College, Islamabad
3. Girls Higher Secondary School, Rawalpindi
4. OPF Public School, Sheikhupura
5. OPF Public School, Sanghar
6. OPF Public School, Karachi
7. OPF Public School, Quetta
8. OPF Public School, Hangu
9. OPF Public School, Kotli
10. OPF Public School, Muzaffarabad

Schools mentioned at i-iii are labelled as ‘**Leading**’ from where online lectures are aired for the students of schools mentioned at 4 to 10. These are signified as **‘Beneficiary Schools’.**

After assessing the successfulness of e-learning program, following 7 more schools (beneficiary) were added in the scope of e-Learning Program in subsequent years.

1. OPF Public School Dadu
2. OPF Public School D. I Khan
3. OPF Public School Bhalwal
4. OPF Public School Multan
5. OPF Public School Kallar Seydan
6. OPF Public School Larkana
7. OPF Public School Peshawar

# Scope of Work

OPF has now planned to expand its e-learning program across 2 more schools mentioned below:

1. OPF Public School, Badin, Sindh
2. OPF Public School, Mansehra, KPK

As part of the expansion program, OPF intends to engage the services of company/firm for supply and installation of following equipment in each of the schools mentioned above.

* Installation of Interactive Screen
* Wide Angle Camera

## Specifications

Following are the minimum specifications of above-mentioned equipment:

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Specs** | **Quantity** |
| Interactive Screen  integrated with built-in Computer | Size: 65”, 4K Resolution  Touch way: multi finger touch, pointer, or any other opaque object  Multi Touch Capability  Mounting Way: Wall mounting,  Ports: HDMI, VGA, USB 2.0, (Minimum 02 USB ports)  Built in Intel® Core i5 or above -(6th generation or higher) with 8 GB RAM, SSD 256 GB or above  Integrated Speakers  Keyboard and Mouse  (Wireless/Bluetooth)   * Built-in multi-touch touchpad * Plug-and-play no software installation needed * Original license Windows 10 Pro x64 bit * 1Associated Educational Software   Warranty: 1 Year (at least) | 2 |
| Wide Angle Camera | Digital Video Resolution: 1920 x 1080  Connection Type: USB  Auto Focus  Digital Zoom: 4x  Skype / Microsoft Teams Compatible  Operating System Support: Windows 7 and later  Diagonal Field of View (FOV): 900 | 2 |

## Trainings

* The company/firm representative will impart training to teaching / non-teaching staff on usage of above equipment after installation
* The company/firm representative will impart training to teaching / non-teaching staff on effective use of associated education software that has to be bundled with Interactive Screen.

In above context, OPF intends to engage the services of firm that can carry out entire scope of work mentioned above. **OPF intends to award contract on turn-key basis i.e. engaging only one firm that can supply & install the equipment and impart training**. However, the interested firm/bidder may form a joint venture with other firm to carry out all sets of activities. In the case of joint venture, the proposal must clearly mention the **Lead Firm**

# SUBMISSION OF PROPOSAL

The proposal shall be accepted in a single stage two envelope method. The bidder shall submit ‘Technical’ and ‘Financial’ proposal separately in a sealed envelope. The envelop shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold and legible letters, otherwise the bids shall be rejected. The bids shall be submitted in a sealed package or packages in such a manner that the contents are fully enclosed and cannot be opened until duly opened.

The envelope marked as “TECHNICAL PROPOSAL” shall be opened publicly at the date, time and venue mentioned in the bidding document and the envelope marked as “FINANCIAL PROPOSAL” shall remain in the custody of procuring agency without being opened.

Technical Proposals will be evaluated as per prescribed eligibility criteria mentioned in this document. Financial Proposals of only technically accepted bids shall be opened publicly at the date, time and venue communicated to the responsive bidders. The financial proposal of the bids found technically nonresponsive shall be returned un-opened to the respective bidders.

# UNDERTAKING (Sample)

Interested bidders shall submit their Technical and Financial proposals along with following declarations:

1. I/WE have examined the information provided in your RFQ and offer to carry out all sets (A, B & C) of activities in accordance with requirements as set out in the RFQ.
2. This proposal is valid for acceptance within 03 months and I/WE confirm that this proposal shall remain binding upon us and may be accepted by you at any time before this expiry date.
3. I/WE confirm that there are no personal, financial and business activities that shall, or might, give rise to a conflict of interest, if we were awarded this assignment. Overseas Pakistanis Foundation reserves the right to reject any quotation which, in its opinion, gives rise, or could potentially give rise to, a conflict of interest.
4. I/WE confirm that the firm / organization is not or have not been the subject of any proceedings or other arrangements relating to bankruptcy or engaged in corrupt or fraudulent practices. Have not been convicted of any offence concerning professional misconduct.
5. I/WE certify that hat the firm / organization is not blacklisted by any Government department / Autonomous organization.
6. I/WE agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs.
7. I/WE confirm that, I/WE have the authority of **(name of organization)** to submit proposal and to clarify any details on its behalf.

Signature:

Name:

Date: Designation:

# ELIGIBILTY CRITERIA

1. The bidder (s) must be registered company(s) / firm(s) / Organization(s) in Pakistan
2. Bidder should have minimum five (05) years of experience.
3. OEM Relationship (Premium/Gold/Silver Partners or Distributor) of Interactive Panel. The proof letter must be furnished by responding bidder
4. With respect to Interactive Panel, satisfactory reports/letters from 3 organizations (at least) where similar equipment has been installed by bidder

## General Requirements

* The **National Tax Numbers and Sales Tax Registration Numbers** of the company /firm and/or partners should also be indicated (**Photo copies of concerned documents should be provided**). Proof that the bidder’s name is appeared in Active Tax Payers’ list has to be provided.
* A **Bid Security** @2% of quoted amount including taxes will be deposited in the forms of call deposit, or Demand Draft (DD) in favour of OPF Islamabad. The bid security shall be sealed in a separate envelope.
* All proposal and price shall remain valid for a period of 120 days from the closing date of the submission of the proposal. However, the responding bidder is encouraged to state a longer period of validity for the proposal.
* Queries related to tender shall only be entertained one week prior to deadline.
* All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
* The responding organization is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan.
* OPF reserves the right to reject all bids as per rule 33 of PPRA 2004

# Proposals Submission

The complete proposals, technical and financial, should be submitted by16-11-2020 12:00 noon at OPF Building, Shahrah-e-Jamhuriat, Sector G-5/2, Islamabad. Technical Portion of the bids will be opened on the same date at 12:30 pm.

The responding organization shall deliver three copies of the technical proposal each copy being physically separated, bound, sealed and labelled as “Technical Proposal” (one master and two copies, labelled as such on their respective envelopes). All three copies to be further bound in one envelope.

The responding organization shall deliver the financial proposal, bound, sealed and labelled as “Financial Proposal”

The Bid Security to be enclosed in a separate sealed envelope, labelled as “**Bid Security.** Please ensure that bid security should not be in envelop of financial proposal, it should be in a separate sealed envelope.

**Mode of Delivery and Address**

Proposals shall be delivered by hand or courier to reach the given address by the last date and time indicated for submission.

**PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**

The proposals shall be submitted to following official:

Urooj Mahmood

E-Learning Coordinator

Education Division

4th Floor, Overseas Pakistanis Foundation, Islamabad