

REQUEST FOR PROPOSAL

PURCHASE OF HARDWARE AND IT
EQUIPMENT FOR PSEB PROJECT
GDPR-DRIVEN ISO COMPLIANCE & IT
EXPORT ENHANCEMENT PROGRAM

SEPTEMBER, 2025

TENDER # A (01)/PSEB/2025-33

S O F T W A R E
E X P O R T B O A R D

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SOFTWARE
EXPORT BOARD

PAKISTAN SOFTWARE EXPORT BOARD, AN INTRODUCTION

Pakistan Software Export Board (PSEB) is the entity within the Government charged with the task of accelerating growth in the Information Technology (IT), and Information Technology enabled Services (ITeS) industry.

PSEB is a guaranteed limited company owned and funded by the Government of Pakistan. It is under the administrative control of the Federal Ministry of Information Technology and Telecommunications. It has a non-Executive Board of Directors chaired by the Federal Minister of IT and Telecommunications.

Through its many support programs, PSEB aims to help Pakistani IT companies and IT professionals obtain a more significant share of the global IT and ITeS Significance.

1. INSTRUCTION FOR BIDDERS

The bidders shall supply and deliver the below listed items of “Hardware and IT equipment” for the financial year 2025-2026 to Pakistan Software Export Board (PSEB) after the signing of Purchase Order as per the specifications.

A. ELIGIBLE GOODS:

The quoted items must be genuine, brand new & as per specifications. The quoted products must also have their origin in eligible source countries.

B. EVALUATION MANDATORY CRITERIA

Bids shall comprise the following documents.

1. Vendors must quote rate of single item or all the items with required earnest money pay order/ demand draft) as per format giving in bidding document in Pak rupees with required earnest money pay order/ demand draft against an amounting to **Rs. 50,000/-** in favor of Pakistan Software Export Board. The pricing should be quoted as per format giving in bidding document.
2. Price should be quoted with required earnest money pay order/ demand draft on company letter head.
3. Bidder company profile, including physical presence of offices in Pakistan
4. Attach the valid sales tax and income tax registration certificate from FBR.
5. Valid Active Taxpayer List from FBR. Proof document attached.
6. Undertaking on stamp paper of Rs. 100/- that the company has not been blacklisted by any provincial or federal government department, agency, organization, or autonomous body anywhere in Pakistan.

C. ELIGIBILITY CHECK LIST

Eligibility Check List				
Sr. #	Eligibility Criteria Details	Evidence / Proof Required	Attached supporting Documents / Proofs	
			Yes	No
1	Bidder company profile, including physical presence of offices in Pakistan			
2	Items should be quoted with required earnest money pay order/ demand draft in favor of Pakistan Software Export Board. The pricing should be quoted as per format giving in bidding document.	The bidders must submit the bid security against an amounting to Rs. 50,000/- against the total bid value in the shape of demand draft/ pay order from the schedule bank in the favor of Pakistan Software Export Board		
3	Attach the valid sales tax and income tax registration certificate from FBR.	Registration certificates		
4	Valid Active Taxpayer List from FBR. Proof document attached	(2024-25 tax returns copy required)		
5	Undertaking on stamp paper of Rs. 100/- that the company has never been blacklisted by any provisional or federal government department, agency, organization, or autonomous body anywhere in Pakistan.			
6	Undertaking on stamp paper of Rs. 100/- by the bidder to deliver the required items within required time period as mentioned in the RFP.			
7	Submission of Manufacturers Authorization Letter (MAL) against Item No. 1 (Laptops)			

Note: Bidders unable to fulfill the above-mentioned mandatory criteria and failure to provide the supporting documents shall be treated as disqualified and will not be considered for further evaluation. Non-responsive and incomplete bids shall be returned instantaneously and bids will be rejected straight away of the respective bidders, the bidder with the lowest evaluated price bids to meet the technical specification of the required product/products will be declared as most advantageous bidder.

D. BID PRICES

The prices must be quoted in Pakistan Rupees (PKR); the quoted prices should include all applicable taxes as per government laws.

2. REJECTION OF BIDS

Pakistan Software Export Board reserve the rights to accept or reject the bids at any time of the bidding procedure under the Public Procurement Regulatory Authority (PPRA) rules.

3. DELIVERY SCHEDULE AND QUANTITY

The delivery schedule expressed as days; weeks/months stipulates hereafter a delivery date which is the date of delivery at PSEB premises Islamabad as per below required quantities. The items should be delivered within 15 to 30 days from the issuance of work order.

4. PENALTY ON LATE DELIVERY

For delay: 2.5% of the remaining delivery per week (or part thereof), capped at 10% of the total contract value. Failure to deliver can lead to forfeiture of earnest money/performance security and blacklisting.

5. PROCUREMENT PROCEDURE

Pakistan Software Export Board shall use **Single Stage One Envelop** procedure will be followed under the Public Procurement Regulatory Authority (PPRA).

BID FORM

P A K I S T A N

(On Letter Head of Company)

Name of the Bidder			
Status	Manufacturer <input type="radio"/>	Authorized Dealer <input type="radio"/>	General Trader <input type="radio"/>
Address of the office			
Year of Establishment			
Experience	More than 5 years <input type="radio"/>	More than 3 years <input type="radio"/>	More than 1 year <input type="radio"/>
Registration No. of Registrar Firms			
Registration Date			
NTN No.			
FBR Registration Date			
AGPR Vendor No.			
Bank Account No.			
Bank Name and Branch			
Name of Proprietors with CNIC			
Bid Security (Yes/ No)			

(Name, Signature, Stamp, and Date)

6. GENERAL TERMS AND CONDITIONS

- a. Firm will be bound to supply/deliver the equipment/goods to PSEB office using its own transport on the said date within working hours.
- b. Only one rate shall be allowed for each item/product/assets/hardware/equipment. Multiple rates in the bids for one item shall not be admissible.
- c. The Financial Proposal/bid shall not have any over writings or cutting.
- d. It will be the discretion of the management to award the contract to the firm/company in respect of each of the item, items or award the contract to a single firm/company for all the item/items.
- e. The Bid Validity period shall be 90 days.
- f. The successful firm(s) will have to provide performance bond in shape of Pay-order/Bank Guarantee in favor of Pakistan Software Export Board equal to **10%** of the contract value against the items within **one week** of receiving the Purchase Order.
- g. The earnest money of unsuccessful bidders will be refunded after completion of all the procedural requirements.
- h. In case the Bidder intends to withdraw its Proposal / Bid before opening of the Bids, the Bidder can do so through written application addressed to PSEB, PSEB shall allow the withdrawal of Bid without any consequences to the Bidder. However, after the due date and within the Bid Validity period, if the Bidder intends to withdraw from the procurement process the bid security shall stand forfeited in favor of PSEB.
- i. Substandard, refurbished and none compliant item(s) will be rejected by the PSEB at any stage after or during the supply.
- j. Any quoted bid received after the closing time for submission of bids shall not be entertained.
- k. Supply should be made in proper packing.
- l. Single stage one envelope procedure will be followed.
- m. Unit price will be taken up to 2 decimal points. The total cost will be round-off. No advance payment will be made.
- n. If the delivered goods/ equipment's are not according to the required quality, standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to replace the same as per specifications mentioned in BoQ, otherwise the purchase order will be cancelled.
- o. Lowest financial bid conforming all technical specifications (100% compliance to the technical specifications) will be considered for the awarding of purchase order/ Contract.
- p. The PSEB reserve the right to increase or decrease the quantities of listed items.
- q. Bidder can quote in one or more item/items and purchase orders will be given to the lowest bidder accordingly conforming technical specifications.
- r. **Bids should be submitted electronically ONLY through EPADS (PPRA). For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Team, Director MIS Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.**
- s. **The bids, prepared in accordance with the instructions in the bidding documents along with bid security instrument (Copy) & Proof of Eligibility documents as specified in bid documents in favor of the undersigned must be submitted through EPADS by **30th September, 2025 at 03:00 pm**, and will be opened on the same day at 03:30 pm at below given address in the presence of bidder or bidder's authorized person who desire to attend bid opening session**

- t. **Note: Original Bid Security instrument MUST BE submitted to the under signed before closing hours of the bid submission time.**
- u. **Note: Only those bids will be entertained who applied through EPADS <https://eprocure.gov.pk> . There is no prescribed bidding document fee.**

7. MAILING ADDRESS:

Director Projects

GDPR Driven ISO Compliance & IT Export Enhancement Program

Pakistan Software Export Board (G) Limited,

Plot # 61, 06th Floor, New State Life Tower,

Jinnah Avenue, Blue Area, Islamabad

Phone # 051-9202295

Email: agilani@pseb.org.pk



8. LIST OF ITEMS (HARDWARE & IT EQUIPMENT)

GDPR-DRIVEN ISO COMPLIANCE & IT EXPORT ENHANCEMENT PROGRAM (PSDP # IB3859)

Sr.	Required Specifications/Description	Qty (A)	Unit Price (B)	GST if applicable (C)	Amount per unit (D=B+C)	Total Bid Cost (E=A*D)
01	<p>Laptop Generation 13th Generation or higher Processor Type Intel Core i7 Installed RAM 32 GB DDR5 or higher Hard drive size 2 TB SSD NVMe or higher Display 15.6" or higher, resolution 4K (3840 x 2400) OLED with Dolby Vision®, 500 nits, Eyesafe® certified low blue light, Fingerprint Reader Yes Keyboard yes with Back light Numeric pad yes Ports/Slots 2 x USB-C Thunderbolt™ 4, 2 x USB-A 3.2, HDMI (8K), Headphone / mic combo, Ethernet (RJ45) Camera Yes with privacy shutter Operating System MS Windows 11 Pro (Licensed) Carry Case/Bag Yes Warranty 1 Year MAL Letter Manufacturing Authorization Letter Laptops will be delivered at PSEB Islamabad office.</p>	04				
02	<p>Laser Printer Functions Print First page out Max 6.1 sec Resolution 1200 x 1200 dpi Monthly duty cycle Min 80,000 pages Print Technology Laser Display LED 2-line backlit LCD graphic display Processor speed 1200 MHz Automatic Paper Sensor Yes Connectivity USB, Ethernet, WIFI System Requirement MacOS, Microsoft Windows Memory 256 MB Paper handling input 100-sheet multipurpose Tray 1, 250-sheet input Tray 2 Paper handling output 150 sheet output bin Media sizes support A4, Letter, legal, executive, Oficio (8.5 x 13 in), 4 x 6 in, 5 x 8 in,</p>	04				

envelopes (No 10, Monarch)					
Print speed Min 40 ppm					
Warranty 1 year					

NOTE: The quantities mentioned above are subject to adjustment based on the availability of funds and specific requirements.

9. COMPLIANCE TABLE

Sr.	Required Specifications/Description	Offered Specifications	Brand Name and Model
01	<p>Laptop</p> <p>Generation 13th Generation or higher</p> <p>Processor Type Intel Core i7</p> <p>Installed RAM 32 GB DDR5 or higher</p> <p>Hard drive size 2 TB SSD NVMe or higher</p> <p>Display 15.6" or higher, resolution 4K (3840 x 2400) OLED with Dolby Vision®, 500 nits, Eyesafe® certified low blue light,</p> <p>Fingerprint Reader Yes</p> <p>Keyboard yes with Back light</p> <p>Numeric pad yes</p> <p>Ports/Slots 2 x USB-C Thunderbolt™ 4, 2 x USB-A 3.2, HDMI (8K), Headphone / mic combo, Ethernet (RJ45)</p> <p>Camera Yes with privacy shutter</p> <p>Operating System MS Windows 11 Pro (Licensed)</p> <p>Carry Case/Bag Yes</p> <p>Warranty 1 Year</p> <p>MAL Letter Manufacturing Authorization Letter Laptops will be delivered at PSEB Islamabad office.</p>		
02	<p>Laser Printer</p> <p>Functions Print</p> <p>First page out Max 6.1 sec</p> <p>Resolution 1200 x 1200 dpi</p> <p>Monthly duty cycle Min 80,000 pages</p> <p>Print Technology Laser</p> <p>Display LED 2-line backlit LCD graphic display</p> <p>Processor speed 1200 MHz</p> <p>Automatic Paper Sensor Yes</p> <p>Connectivity USB, Ethernet, WIFI</p> <p>System Requirement MacOS, Microsoft Windows</p> <p>Memory 256 MB</p> <p>Paper handling input 100-sheet multipurpose Tray 1, 250-sheet input Tray 2</p> <p>Paper handling output 150 sheet output bin</p> <p>Media sizes support A4, Letter, legal, executive, Oficio (8.5 x 13 in), 4 x 6 in, 5 x 8 in, envelopes (No 10, Monarch)</p> <p>Print speed Min 40 ppm</p> <p>Warranty 1 year</p>		