REQUEST FOR PROPOSAL

PURCHASE OF HARDWARE AND IT EQUIPMENT FOR PSEB

DECEMBER, 2025

TENDER # A (01)/PSEB/2025-48

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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 "Hardware and IT equipment" to Pakistan Software Export Board (PSEB) after the issuance of Purchase Order as per the specifications.

1.1 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.

1.2 MANDATORY EVALUATION CRITERIA

Bids shall comprise the following documents.

1. E-Bids on Lot basis are invited from Bidders i.e., firms / companies / sole proprietor etc. engaged in trading, registered with relevant Registration Authorities and Tax Departments / Authorities (Income Tax, Sales Tax etc.). The bidder can submit bid against any Lot/Lots. The bidders must submit E-bids against each Lot separately, as contracts will be awarded separately for each Lot.

2. Lot-wise bid(s) are required to be submitted with required earnest money in the shape of pay order /demand draft, in Pak rupees in favor of Pakistan Software Export Board. Lot-wise bid security amount is given below:

Lot #	Item Description	Bid Security Amount (PKR)
1	Laptops	106,000/-
	Laptop (High-Specs)	
2	Laptop (High-End)	25,000/-
3	Laser Printer	50,000/-
	Color Printer	
	Scanner	
	Paper Shredder	
4	LED Screen	28,000/-
	Video Conference Setup	

3. Original Bid Security Instrument to be submitted Lot-Wise against each applied Lot separately, in an envelope clearly marked with the Bidding Document Number, Lot Number and Title, before the conclusion of Bid Opening session.
4. Price should be quoted on company letter head.
5. Bidder company profile, including physical presence of offices in Pakistan
6. Attach the valid sales tax and income tax registration certificate from FBR.
7. Valid Active Taxpayer Status from FBR. Proof document attached.
8. Undertaking on stamp paper of Rs. 100/- that the company has not been blacklisted by any provisional or federal government department, agency, organization, or autonomous body anywhere in Pakistan.

9. Undertaking on stamp paper of Rs. 100/- by the bidder to deliver the required items within required time period as mentioned in the RFP.

1.3 ELIGIBILITY CHECK LIST

	Eligibility Check List for all lots			
Sr. #	**Eligibility Criteria Details**	**Evidence / Proof Required**	**Attached supporting Documents / Proofs**	
			Yes	**No**
1	Bidder company profile, including physical presence of offices in Pakistan.	Office addresses should be clearly mentioned in Bid/Proposal		
2	Lots wise bids to submitted 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 each lot separately, as per the given table in **Section 1.5** 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	Undertaking on **stamp paper of Rs. 100/-** that the company has not been blacklisted by any provisional or federal government department, agency, organization, or autonomous body anywhere in Pakistan.			
5	Undertaking on **stamp paper of Rs. 100/-** by the bidder to deliver the required items within required time period as mentioned in the RFP.			
6	Relevant Experience & Value of Projects (Last 03 Years)	Projects/assignments of similar nature i.e. hardware / IT equipment amounting to **PKR 1 million** completed or in-process in last 03 years (Verifiable through relevant purchase orders / contracts)		
7	Submission of Manufacturers Authorization Letter (MAL) against Lot No. 1 (Item No. 01 Laptops)	Attach certificate / Letter for Item No. 01 of Lot-1		

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 considered for further evaluation. Non-responsive and incomplete bids shall be rejected straight away of the respective bidders, the bidder with the lowest evaluated price against each lot and meet the technical specification of the required product/products will be awarded the PO/contract.

1.4 BID PRICES

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

1.5 BID SECURITY

Lot #	Item Description	Bid Security Amount (PKR)
1	Laptops	106,000/-
	Laptop (High-Specs)	

2	Laptop (High-End)	25,000/-
3	Laser Printer	50,000/-
	Color Printer	
	Scanner	
	Paper Shredder	
4	LED Screen	28,000/-
	Video Conference Setup	

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 30 days from the issuance of work order.

4. PENALTY ON LATE DELIVERY

For delay: 1% per week against the undelivered portion of the goods/services (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

(On Letter Head of Company)

Name of the Bidder			
Status	Manufacturer O	Authorized Dealer O	General Trader O
Address of the office			
Year of Establishment			
Experience	More than 5 years O	More than 3 years O	More than 1 year O
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 under a Lot. Multiple rates in the bid shall not be admissible and bid shall be rejected.

c. Options are not allowed

d. The Financial Proposal/bid shall not have any over writings or cutting.

e. The Bid Validity period shall be **180 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 within **two weeks** 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 EPADS. 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 and the performance security will be forfeited.

o. Lowest financial bid conforming the mandatory criteria and all technical specifications (100% compliance to the technical specifications) will be considered for the awarding of purchase order/ Contract against each lot.

p. The PSEB reserve the right to increase or decrease the quantities in Lots.

q. Bidder can quote in one or more Lot/Lots separately 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 8th January, 2026 at 03:00 pm, and will be opened on the same day at 03:30 pm at below 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 undersigned 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 biding document fee.**

7. MAILING ADDRESS:

Manager Administration,
Pakistan Software Export Board (G) Limited,
Plot # 61, 06th Floor, New State Life Tower,
Jinnah Avenue, Blue Area, Islamabad
Phone # 051-9202295

8. LIST OF (HARDWARE & IT EQUIPMENT)

FINANCIAL COST TABLE (TO BE SUBMITTED AGAINST EACH LOT SEPERATELY)

LOT # 1

Sr.	Item Description	Quoted Brand / Model	Qty (A)	Unit Price (B)	GST if applicable (C)	Amount per unit (D=B+C)	Total Bid Cost (E=A*D)
01	Laptops		13				
02	Laptop (High-Specs)		1				
	Total Bid Cost						

LOT # 2

Sr.	Item Description	Quoted Brand / Model	Qty (A)	Unit Price (B)	GST if applicable (C)	Amount per unit (D=B+C)	Total Bid Cost (E=A*D)
01	Laptop (High-End)		1				
	Total Bid Cost						

LOT # 3

Sr.	Item Description	Quoted Brand / Model	Qty (A)	Unit Price (B)	GST if applicable (C)	Amount per unit (D=B+C)	Total Bid Cost (E=A*D)
01	Laser Printer		7				
02	Color Printer		2				
03	Scanner		2				
04	Paper Shredder		2				
	Total Bid Cost						

LOT # 4

Sr.	Item Description	Quoted Brand / Model	Qty (A)	Unit Price (B)	GST if applicable (C)	Amount per unit (D=B+C)	Total Bid Cost (E=A*D)
01	LED Screen for Projections / Presentations		5				
02	Video Conference Setup		2				
	Total Bid Cost						

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

9. TECHNICAL COMPLIANCE TABLE

BIDS ARE REQUIRED TO BE SUBMITTED FOR COMPLETE REQUIREMENT IN LOT/LOTS (INCOMPLETE BIDS WILL BE REJECTED)

LOT # 1

ITEM # 1 (QTY 13)

Sr.	Required Specifications/Description	Offered Specifications	Brand Name and Model
01	**Laptop** **Model** (Professional Series) **or** equivalent **Processor** Intel Core i5 13th Gen or Higher **Memory** (RAM) 32 GB DDR5 **Storage** 1TB SSD **Display** 15.6" IPS/UHD or higher **Graphics Card** Intel Integrated **Wireless & Bluetooth** Yes **Keyboard** Backlit Keyboard with Numeric Pad **Ports / Slots** "• Min 1 × USB-C Thunderbolt 4 • Min 1 × USB-C Thunderbolt 4 • 2 × USB-A 3.2 • 1 × HDMI • 1 × Headphone/Microphone Combo (3.5mm) • 1 × Ethernet (RJ-45)" **Camera** Yes **Battery** Minimum 2.5 hours backup time **Operating System** Licensed Windows 11 Pro **Warranty** 1 Year local **Genuine Laptop Bag of same brand** Yes Laptops will be delivered at PSEB Islamabad office.		

02	**Laptop (High-Specs)** **Model:** Ultraportable business-class notebook or equivalent, 14-inch display **Screen** 14.0" 2.8K OLED, 2880 x 1800 resolution, 120 Hz refresh rate, Dolby Vision, HDR400, 16:10 aspect ratio, 400 nits brightness **Processor** Intel Core Ultra 7 155H (16 cores, 22 threads, up to 4.8 GHz) with integrated Intel AI Boost NPU **Graphics** Integrated Intel Arc graphics **Memory** 64 GB DDR5 or higher **Storage** 2 TB PCIe Gen4 NVMe SSD or higher **Connectivity** Intel Wi-Fi 7 BE200, Bluetooth 5.3 **Ports left:** 2 × Thunderbolt 4 (USB-C), 2 × USB 3.2 Gen 1 (one always-on), 1 × **Battery** Integrated 57 Wh battery **Operating** System Windows 11 Pro (64-bit) Licensed **Camera** FHD + IR hybrid camera with privacy shutter **Audio** Dolby Atmos Speaker System, quad speakers **Security** Fingerprint reader, IR camera with facial recognition **Keyboard** Spill-resistant, backlit keyboard with TrackPoint and glass touchpad **Warranty** 1 Year local **Genuine Laptop Bag of same brand** Yes Laptops will be delivered at PSEB Islamabad office.		

Sr.	Required Specifications/Description	Offered Specifications	Brand Name and Model
01	**Laptop (High End)** **Model** 14-inch (CTO Configuration) or equivalent (Professional-grade laptop computer) **Processor** (CPU) Silicon M5 chip with 10-core CPU or higher **Graphics** (GPU) Integrated 10-core GPU or higher with hardware media acceleration **Memory (RAM)** 32 GB Unified Memory (non-upgradeable, factory configured) or higher **Storage** 2 TB SSD (NVMe-based high-performance solid-state storage) or higher **Display** 14.2-inch Liquid Retina XDR Display; 3024 × 1964 resolution; ProMotion up to 120Hz; P3 wide color **Ports** 3 × Thunderbolt / USB 4, 1 × HDMI, 1 × SDXC Card Slot, 1 × MagSafe Charging Port **Wireless Connectivity** Wi-Fi 6E or higher, Bluetooth 5.3 or higher **Keyboard & Trackpad** Backlit keyboard; Force Touch trackpad; P3 color support; integrated Touch ID **Camera & Audio** 1080p HD camera; studio-quality three-mic array; 6-speaker high-fidelity audio system **Color** Space Black (preferred) **Operating System** Latest macOS version pre-installed; enterprise MDM support **Battery & Power** Long-life battery (≥15 hours typical productivity usage); 70W or higher original charger included **Warranty** Minimum 1-year manufacturer warranty **Compliance** Device must be new, sealed, and sourced from authorized channel with verifiable serial authenticity **Carry Case** Yes Laptops will be delivered at PSEB Islamabad office.		

Sr.	Required Specifications/Description	Offered Specifications	Brand Name and Model

LOT # 3

ITEM # 1 (QTY 7)

Sr.	Required Specifications/Description	Offered Specifications	Brand Name and Model
01	**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, envelopes (No 10, Monarch) **Print speed** Min 40 ppm **Warranty** 1 year		

ITEM # 2

(QTY 2)

Sr.	Required Specifications/Description	Offered Specifications	Brand Name and Model
02	**Color Printer:** **Model** HP/Canon or Equivalent **Printer Type** Color Laser Printer **Functions** Print **Print Technology** Laser **Monthly Duty Cycle** 50,000 pages or higher **Monthly Page Volume** 750 to 4,000 pages **Print Speed (Black)** 35 ppm **Print Speed (Color)** 35 ppm **First Page Out (Black)** As fast as 9.1 sec **First Page Out (Color)** As fast as 9.5 sec **Print Resolution** Up to 600 x 600 dpi **Display** 2-line backlit LCD **Processor Speed** 1.2 GHz **Memory** 512 MB **Connectivity** Hi-Speed USB 2.0, Gigabit Ethernet, Dual-band Wi-Fi **Paper Handling Input** 250-sheet input tray **Paper Handling Output** 150-sheet output bin Duplex Printing Automatic (standard)		

	Media Sizes Letter, Legal, Executive, A4, A5, A6, B5 (JIS) **OS** Windows, macOS, Linux		

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<u>(QTY 2)</u></td></tr>
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Scanner

Scanner type Flatbed scanner with Automatic Document Feeder (ADF)

Scan technology CMOS CIS (Contact Image Sensor)

Optical / Hardware resolution - Flatbed: up to 1200 × 1200 dpi (optical / hardware)

- ADF: up to 600 × 600 dpi (optical / hardware)

Output DPI settings 75, 150, 200, 240, 300, 400, 500, 600, 1200 dpi

Scan modes Color, Grayscale, Monochrome

Color depth / Grayscale Internal: 48-bit; External / output: 24-bit color, 256-level grayscale

Scan speed (ADF) Up to 25 ppm (pages per minute) / 50 ipm (images per minute in duplex) at 300 dpi

ADF input capacity 50 sheets (75 g/m²)

Maximum scan size - ADF: up to 8.5 × 122 in (21.6 × 309.9 cm) - Flatbed: up to 8.5 × 11.7 in (21.6 × 29.7 cm)

Minimum scan size (flatbed) ~1 × 1 in (2.5 × 2.5 cm)

Supported media types Paper (banner, inkjet, photo, plain), envelopes, labels, index / greeting cards

Duplex scanning (two-sided) Yes — single-pass duplex via ADF

Multi-feed detection Yes (uses ultrasonic sensor)

Scan output formats PDF, JPEG, PNG, BMP, TIFF, TXT (text), RTF, Searchable PDF

Control panel 2-line LCD + 5 buttons (Simplex/Duplex, Power, Cancel, Back, Tools/Maintenance)

Memory (internal) 512 MB

Interface / Connectivity USB 2.0 / USB 3.0 (SuperSpeed)

Supported OS Windows 7, 8, 8.1, 10; macOS / OS X

Daily duty cycle Up to 3,000 pages per day (ADF)

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ITEM # 4		
(QTY 2)		
04 **Paper Shredder** **Paper Shred Size**: 7/32" X 1 27/32" **Shred Speed:** 8.36 Feet Per Minute **Paper Feed Width:** 8.7" **Basket Volume:** 3.40 Gallon Plastic Basket **Basket Capacity:** 130 Sheets **Shreds Credit Cards:** Yes **Package Type:** Gb **Package Language:** 3l **Unit Size:** 12.05" W X 6.73" L X 15.75" H **Unit Weight:** 8.36 Lbs **Package Size:** 12.44" W X 6.93" L X 14.29" H **Package Weight:** 9.50 Lbs		

Note: All of the above items are to be delivered in PSEB, Islamabad Office.

LOT # 4

ITEM # 1 (QTY 5)

Sr.	Required Specifications/Description	Offered Specifications	Brand Name and Model
01	**LED Monitor** **Display size** 27″ **Resolution** Full HD - 1920 × 1080 **Panel type** IPS (In-Plane Switching) **Refresh rate** 100 Hz **Response time** 5 ms (Fast) / 8 ms (Normal) **Aspect ratio** 16:9 **Brightness** 250 cd/m² (typical) **Contrast ratio** 1000:1 (typical) **Colour support / depth** 16.7 million colours **Viewing angles (H/V)** 178° / 178° **Backlight & coating** LED Edgelight + Anti-glare (3H hard coating) **Ports** 1 × HDMI (HDCP 1.4), 1 × VGA Stand adjustability Tilt only (-5° to +21°) **Pixel pitch / density** 0.3114 mm × 0.3114 mm / ~81 ppi		

ITEM # 2 (QTY 2)

Sr.	Required Specifications/Description	Offered Specifications	Brand Name and Model
02	**Video Conference Setup (1 to be delivered and installed in Islamabad, and other 1 to be delivered and installed in Karachi)** **Device Type** 4K PTZ video bar (camera + mic + speaker integrated) **Camera Sensor** 1/2.5″ CMOS (Sony Exmor/or equivalent, True WDR) **Video Resolution & Frame Rate** 4K @ 30 fps; 1080p, 720p, lower at 60/30/15 fps **Optical Zoom** 3× optical / up to 15× digital zoom **Field of View** ~92° diagonal, 84° horizontal, 53° vertical **Pan / Tilt Range** Pan: ~180°, Tilt: ~105° **Auto Features** Smart Frame, Smart Speaker, gesture control, auto exposure (AE), white balance, mirror/flip **Special Features** Adjustable audio fence, people counting API **Speakers** Stereo, ~12 W (6 W × 2), up to ~96 dB SPL **Noise Handling** Echo cancellation, noise suppression **Connectivity** USB C (USB 3.1 Gen 1), USB A ×2, RJ 45 ×2 (Ethernet, audio expansion), RS 232, HDMI output via USB adapter, 3.5 mm audio in/out **Video & Audio Formats Video:** YUV, YUY2, MJPEG, H.264, H.265; USB: UVC 1.1/UAC 1.0		

Control Options IR remote, web UI, RS 232 (VISCA/Pelco), PTZApp 2 **Power Supply** 12 V DC, 5 A (via external adapter AC 100–240 V) **Included Accessories** Remote control, wall-mount bracket, USB C/A cables, power cable, QR code, screws, velcro **Mounting & Security** Wall mountable bar, optional TV mount, Kensington security slot **OS Support** Windows 7/10/11, macOS Mojave+ (10.14.4+), ChromeOS v94+ **Warranty** 3-year main unit; 1 year accessories **Platforms Support** Zoom, Microsoft Teams, Skype, Google Meet, WebEx, Cisco, Adobe Connect, XSplit, vMix, etc.		