



Government of Pakistan
Ministry of Planning, Development and Special Initiatives
Public Private Partnership Authority (P3A)

BIDDING DOCUMENT FOR PROCUREMENT OF

OFFICE FURNITURE AND FIXTURES

FOR THE OFFICE OF P3A

Public Private Partnership Authority (P3A)
Office # 501, 5th Floor, Evacuee Trust Complex, Agha Khan Road, F-5/1
Islamabad Pakistan
Phone: 92 51 9211983, + 92 51 9211984, + 92 51 9211985
www.p3a.gov.pk, Email: info@p3a.gov.pk



CONTENTS

1.	Invitation to Bids	3
2.	General Instructions / Terms & Conditions for the Bidders	4
3.	Eligibility Criteria Mandatory	12
4.	Annex-A (Company Information)	13
5.	Annex-B (Eligibility Response Check List)	14
6.	Annex-C (Technical Evaluation Criteria)	15
7.	Annex-D (Cover Letter for the Submission of Technical and Financial Proposals)	16
8.	Annex-E (Details of Office Furniture & Fixtures)	17
9.	Pictures of Office Furniture & Fixtures	20



No.T-14/2021-22-ADMIN/P3A

Islamabad, the February 4, 2022

INVITATION TO BID

**FOR PROCUREMENT OF
NEW OFFICE FURNITURE & FIXTURES FOR P3A'S OFFICE**

Public Private Partnership Authority (P3A), invites sealed bids from reputed firms / contractors having experience in the relevant field (registered with Federal Board of Revenue for Income Tax and Sales Tax) for procurement of office furniture & fixtures.

2. Bidding documents, containing detailed terms and conditions, can be collected in working days from the address given below. Bidding documents can also be downloaded from www.p3a.gov.pk free of cost.

3. The bids, prepared in accordance with the instructions in the bidding documents along with Bid Security / Earnest Money of 3% of the total bid value in shape of Bank draft / Pay order drawn in favor of Public Private Partnership Authority may reach at Public Private Partnership Authority (P3A), Office # 501, 5th Floor, Evacuee Trust Complex, Agha Khan Road, F-5/1 Islamabad Pakistan on or before **February 21, 2022 at 11:00 A.M.** Technical Bids will be opened on the same day at 11:30 A.M. This advertisement is also available on PPRA website at www.ppra.org.pk.



GENERAL INSTRUCTIONS & CONDITIONS FOR BIDDERS

1. Tender documents may be obtained from Admin Department, Public Private Partnership Authority (P3A), 5th Floor, Evacuee Trust Complex, F-5/1 Islamabad, within office hours (9:00 A.M. to 5:00 P.M).
2. The details of P3A's office furniture & fixtures is attached at Annex-A with the Tender documents.
3. The office new furniture & fixtures will be made as per given design & drawing of P3A office.
4. Earnest money @ 3% of the total amount (In the form of Bank Draft/pay order) for procurement of P3A's new office furniture & fixtures in favour of the Public Private Partnership Authority (P3A) will have to be attached, which in case of unsuccessful bidders will be returned.
5. The prices of bids shall be valid for 120 days.
6. The bidder should be reputed and registered for Income Tax and Sales Tax with FBR (Registration Numbers should be clearly mentioned and valid documentary evidence be attached) and should be on the ATL.
7. The successful bidder (Firm/Company) will make all furniture & fixtures as per required dimensions, material, design, color scheme & finishing as mentioned in the BOQ (attached at Annexure-E)
8. The successful bidder (firm /Company) will also visit the P3A's office to check the accuracy of the required specifications / dimensions of all office furniture & fixtures as per actual place where furniture & fixtures are required to be installed.
9. The successful bidder (Firm / Company) will be responsible to supply/install the furniture & fixtures to P3A office with on a short notice using their own transport & labour force, after completion the finishing all required works for new office furniture & fixtures in the vendor's factory / Workshop.



10. The successful bidder (Firm/Company) will also install all furniture & fixtures in P3A's office premises i-e office # 501, 5th Floor, Evacuee Trust Complex, Sir Agha Khan Road, F-5/1, Islamabad.
11. The successful bidder (Firm/Company) will also be responsible, if any damage comes to the furniture & fixtures during the delivery period from vendor's factory / workshop to P3A's office 5th Floor, Evacuee Trust Complex, F-5/1 or during the installation of furniture & fixtures in the office of Public Private Partnership Authority (P3A).
12. The "P3A" reserves the right to accept or reject any or all bids as per PPRA Rules.
13. The Purchase Order will be on actual requirement basis. This tender notice may be seen on PPRA website www.ppra.org.pk and P3A website www.p3a.gov.pk.

(Khizar Hayat)
Administration Supervisor
Public Private Partnership Authority
#501, 5th Floor, Evacuee Trust Complex,
Sir Agha Khan Road, F-5/1, Islamabad



Public Private Partnership Authority (P3A)
[Administration Department]

Part A:

Subject: **INVITATION TO BID AND GENERAL INSTRUCTIONS**

Dear Sir,

You are hereby invited to submit the bids for the provision of supply of new office furniture & fixtures in accordance with the color scheme & design of P3A's new office on 5th floor, Evacuee Trust Complex G-5/1 Islamabad.

1. Prospective Bidders Should Particularly Note That:

- a. Bids through Telex/ Fax shall not be acceptable.
- b. The P3A does not take any responsibility for collecting the bids from any agency.
- c. Owner or his/her authorized representative may attend the tender opening, if desired. Letter for nominating representative must be submitted along with bid.
- d. The proposals especially financial proposal shall not have any over writings or cutting. P3A reserves the right not to consider the proposal having aforementioned deficiencies.
- e. The P3A reserves the right to increase or decrease the quantities and accept or reject any or all bids or cancel any or all items at any time without assigning any reason thereof.
- f. Bids should be submitted on the basis of free delivery up to P3A premises including all charges i.e. packing, freight, courier charges etc.
- g. Bidders are allowed to submit one bid. Evaluation and Award shall be on the basis of financially lowest bid.



- h. If the P3A observes that the items are not provided as per the standard requirement or substandard, the P3A shall have the right to cancel the contract within one month and forfeiting the performance guarantee. Action for blacklisting of the bidder will also be initiated.
- i. No advance payment will be made for any kind of invoice. Payment shall be made after delivery of complete items as per Work / Purchase Order & submission of GST invoice.
- j. If any dispute arises during execution between the P3A and supplier, a dispute resolution committee will be constituted by P3A. The decision of the dispute resolution committee will be final and binding upon both the parties.

Part B:

Instruction To Bidders (ITB):

1. **Delivery of Bids:** The Proposal is to be submitted as under:-
 - a. The Proposal indicating the quoted price in Pak Rupees in figures as well as in words along with essential literature / brochure if any, would be enclosed in an envelope.
 - b. The bid shall comprise a single package containing two separate envelopes shall be marked as the "Technical Proposal" and "Financial Proposal" in bold and legible letters.

2. **Date and Time for Receipt of Bids:**

The bid document must reach this office until February 21, 2022 at 11:00 A.M. at the following address:

(Khizar Hayat)
Administration Supervisor
Public Private Partnership Authority
#501, 5th Floor, Evacuee Trust Complex,
Sir Agha Khan Road, F-5/1, Islamabad



3. Bid Opening Procedure:

Single Stage -Two Envelopes Procedure “36(b) PPRA Rule, 2004”

Procedure will be adopted to evaluate the offer. Complete bid containing **Technical** and **Financial** proposals along with Bid Security, all required information and documentary evidences must be submitted before closing date.

4. Bid Opening Date & Time:

The Bid Opening Committee will open the **Technical** proposals of the bidders on **February 21, 2022 at 11:30 A.M.** Only legitimate/ authorized representatives of suppliers will be allowed to attend. These representatives should be fully aware of the details of their supplier’s Proposal and deviation, if any. They must be fully authorized to take decision on the spot on behalf of their company.

5. Evaluation of Bids:

Technical Bids: Initially “Technical Proposals” of eligible bidders will be opened to evaluate the offer(s) as per required criteria mentioned in Annex-C of the tender document. Offer(s) / items(s) which will not be found according to the standard/specifications(s) and evaluation criteria shall not be accepted and “Financial Proposal” of such bidder will be returned unopened.

Financial Bids will be opened only of those bidder which are technically responsive and obtained the minimum threshold of 70 marks for technical evaluation. All bids will be evaluated financially on bases of lowest quoted rates for supply of required furniture & fixtures as per P3A’s office color scheme / design / drawings etc. mentioned in Appendix-E with details.

6. Award of Contract:

The contract will be awarded to the technically qualified and lowest evaluated bidder (financially).

7. Validity of Proposal:

The validity period of bids must be indicated and should invariably be not less than 120 days.



8. Prices:

- a. Only one rate shall be allowed for each item, multiple rates in the bids for one item shall not be admissible.
- b. The total final bid quoted amount should be mentioned separately both in words and figures.
- c. The price validity period must be 120 days from the date of opening of bid.
- d. The successful bidder has to furnish five percent (5%) of the contract amount as a performance guarantee which will be released after completion of contract / warranty / guaranty period.

9. Taxes:

- All prevalent Govt. Taxes will be applicable.
- In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required items, if selected and declared as lowest evaluated bid (financially). In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the P3A.

10. Language of Bidding Document:

The bid must be prepared in English language. If supporting documents and printed literature furnished by the bidder with the bid are not in English language, they must be accompanied by English translation of the relevant passages.

11. One Bid per Bidder:

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. **A bidder who submits or participates in more than one bid (other than alternatives pursuant) will be disqualified.**



12. Cost of Bidding:

The bidder shall bear all costs associated with the preparation and submission of their respective bids and the P3A will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

13. Time Limits:

Supplier must provide the time limits about delivery which should in no case be more than 60 days from the date of issuance of Purchase / Work Order.

14. Terms of Payment:

The Purchase / Work Order will be on requirement basis. The quantity of items may increase or decrease as per original requirement and therefore, payment will be made on completion of supplies on actual basis within 30 days.

15. Withdrawal of Proposal:

If the bidder intends to withdraw its Proposal within validity period before the expiry of its validity, the earnest money / bid security will be forfeited in favor of the P3A.

16. Photocopies of relevant Documents:

Photocopies of following documents will be provided / attached with Proposal:

- a) Income Tax No. to be mentioned on the Proposal and
- b) Copy of Registration Certificate issued by Sales Tax Department.
- c) The bidder should have valid and Active NTN / STRN

17. Disqualification:

Bids, which are not accompanied by the documents at serial No. a to h below, shall be declared as Non-Responsive and their un-opened financial proposals will be returned:-

- a. Earnest money is not attached with the Proposal.
- b. Proposals are found conditional or incomplete in any respect.
- c. Received later than appointed / fixed date and time.



- d. There is any deviation from the General Instructions.
- e. Multiple rates are quoted against one item.
- f. If validity of Proposal is not quoted as required.
- g. Proposal made through Fax / E-mail / Cable / Telex.
- h. If the Proposal is found to be based on cartel action in connivance with other bidders.

18. Earnest Money / Bid Security:

The Proposal must be accompanied with earnest money of **3%**, of the total amount in shape of Bank Draft / Pay Order in favor of P3A, Islamabad.

19. Performance Guarantee:

The successful bidder must submit the Performance Guarantee of 5% of total quoted amount in favor of Public Private Partnership Authority in the shape of CDR / Pay Order from any schedule Bank, otherwise awarded tender will be rejected. However 3% Earnest Money will be returned after signing agreement and receiving the Performance Guarantee from successful bidder.

20. Rights Reserved:

P3A reserves the rights to accept or reject the bids as prescribed under PPRA Rules 2004.



Eligibility Criteria Mandatory

1. Income Tax Registration Certificate
2. General Sales Tax Registration Certificate
3. FBR's Active Taxpayer's List (ATL)
4. Undertaking that the Shop / bidder / Company is not blacklisted and not involved in litigation with Government / P3A Islamabad on Stamp Paper duly attested from Notary Public.



ANNEX-A

(Firm / Company Information)

Firm / Company Information		
Sr. #	Required Information	Response
1	Legal Name of the Firm, Company and or Shop	
2	Year of Registration / Establishment of the Organization / Firm / Company and shop etc.	
3	National Tax Number	
4	General Sales Tax Number	
5	Name and designation of "Head of Firm / Company or Shop	
Complete Address		
Mobile No.		
Phone No.		
Email		
Fax No.		



ANNEX-B

(Eligibility Response Check List)

Eligibility Check List				
Sr. #	Eligibility Criteria Details	Evidence / Proof Required	Attached supporting Documents / Proofs and Mark Yes or No	
			Yes	No
1	Bidders registered for Income Tax and Sales Tax who are on active Taxpayer List of Federal Board of Revenue	Evidence of registration /ATL		
2	Pay Order / Bank Draft of 3% Bid Security attached with the Financial Proposal in separate sealed envelope			
3	Affidavit on stamp paper, declaring that company is not blacklisted by any Government agency / authority. (Original required)	We solemnly declare that our organization or any member of consortium has never been suspended / debarred or blacklisted.		



ANNEX-C

(Technical Evaluation Criteria)

Sr. No.	Description	Total Points	Category Points	Marks Obt.	Remarks
1	Relevant Experience	30			Copies of Contract / Purchase Order / Work Order are required.
	Experience of supply of office furniture & fixtures equal to or more than 5 years		30		
	Experience of supply of office furniture & fixtures if more than 3 years but less than 5 years		25		
	Experience of furniture & fixtures if less than 3 years but more than 1 year		15		
2	Financial Strength / Turnover	35			Copies of Purchase Order / Work Order and Income Tax return are required.
	The office furniture & fixtures supplied is equal to or more than Rs. 10 million in last 3 years		35		
	The office furniture & fixtures supplied is equal to or more than Rs. 6 million in last 3 years		25		
	The office furniture & fixtures supplied is equal to or more than Rs. 3 million in last 3 years		10		
3	Availability of Outlet, Shop or Office	30			Documented proof of Registration
	Shop, Outlet or office registered in the name of Firm/proprietor for the last 5 years		30		
	Shop, Outlet or office registered in the name of Firm/proprietor for the last 3 years		20		
	Shop, Outlet or office registered in the name of Firm/proprietor for the last 1 years		10		
4	Satisfactory Certificate from different Clients (1 point for each Recommendation letter)	5	5		Documented proof
	Total Points	100			



ANNEX-D

(Cover Letter for the Submission of Technical and Financial Proposals)

I, _____ hereby declare that:

- All the information provided in the technical proposal is correct in all manners and respect;

- and I am duly authorized by the Management to submit this proposal on behalf of

“[Name of the Firm / Company]”

Name:- _____

Designation:- _____

Signature:- _____











Date:- _____

Signature & Seal of Bidder



ANNEX-E








All New Office Furniture & Fixtures Requirement in New P3A's Office

Sr. #	Description	Quantity		Unit Price (Rs.)	Total Price (Rs.)	REMARKS
A. Chairman Room:						
1	Executive Officer Table: 1800 W x 900 D x 7600 H Ash Wood / Oak Veneer Smoke Walnut & Black Finish	1	No.			
2.	Visitor Chairs: PP Black Frame with Normal mesh, PP Black Armrest with ABS Cover, Playwood + Moulded foam, Chromed base with plug 585W x 590D x 920 H	2	Nos.			
3.	Side Rack: 1200 W x 600 D x 763 H Ash Wood / Oak Veneer Smoke Walnut & Black Finish	1	No.			
4.	Credenza: 1874 W x 500 D x 763 H Ash Wood / Oak Veneer Smoke Walnut & Black Finish	1	No.			
5.	Executive Revolving Chair: (Color Black) Leatherette Padded Seat and Back, Torsion Bar Basic Tilt Mechanism, Height adjustable (Gas Lift), Nylon Base, 360 Rotation, Size: 597 W x 483 D x 940 H (five years parts warranty)	1	No.			
6.	Single Seater Sofa: Smoke Walnut & Black Finish (Fabric) 821W x 760D x 725H	2	Nos.			
7.	Two Seater Sofa: Smoke Walnut & Black Finish (Fabric) 821W x 760D x 725H 2144W x 760D x 725H	1	No.			
8.	Centre Table 1200mm W x 600mm D x 460mm H Smoke Walnut & Black Finish	1	Set			
9.	Side Table Standard Size: 600mm W x 600mm D x 460mm H Smoke Walnut & Black Finish	2	Nos.			
B. CEO Room:						
1.	Executive Officer Table: 2290 W x 1535 D x 742 H Borodino Ash Finish & Black Powder Coat	1	No.			



2.	Visitor Chairs: PP Black Frame with Normal mesh, PP Black Armrest with ABS Cover, Plywood + Moulded foam, Chromed base with plug 585W x 590D x 920 H	2	Nos.			
3.	Side Rack: 1400W x 450 D x 555 H Boradino Ash Finish & Black Powder Coat	1	No.			
4.	Credenza: 1981 W x 4570 D x 598 H Boardino Ash Finish & Black Powder Coat	1	No.			
5.	Executive Revolving Chair: (Color Black) Mesh back & Leatherette padded seat, Height adjustable, Armrest, Adjustable Lumber back support, Seat Sliding, Torsion Bar synchronized Tilt Mechanism, Height Adjustable (Gas Lift), Nylon Base, 360 Rotations, Size: 600W x 620D x 950 H (Five Years Parts Warranty)	1	No.			
6.	Single Seater Sofa: Grey Fabric Finishing 807 W x 840 D x 785 H	2	Nos.			
7.	Two Seater Sofa: Grey Fabric Finishing 1678W x 840D x 785H	1	No.			
8.	Centre Table: 1200mm W x 600 D x 460 H Borodino Ash finish & Black Powder Coat	1	No.			
9.	Side Table: 600mm W x 600 D x 460 H Borodino Ash finish & Black Powder Coat	2	Nos.			
C.	Head of Departments Room					
1	Executive Revolving Chair: (Color Black) Mesh back & Leatherette padded seat, Height adjustable, Armrest, Adjustable Lumber back support, Seat Sliding, Torsion Bar synchronized Tilt Mechanism, Height Adjustable (Gas Lift), Nylon Base, 360 Rotations, Size: 600W x 620D x 950 H (Five Years Parts Warranty)	6	Nos.			










D. Conference Room:					
1.	Conference Table: (For 16 persons) 4400 W x 1200 D x 760 H Natural Vener, Brushed Oak Finish Top: Chromed & black Powder Coat With provision of HDMI, Power, USB etc. Ports in the covered box in front of each chair as well as space for spider speaker in the middle of the table & cable should be passed under the table in the matched covered duct.	1	No.		
2.	Conference Chairs: Mesh Back, Lumbar Back support, Torsion Bar Basic Tilt Mechanism, Mesh Back & Leatherette Padded Seat, Height Adjustable (Gas Lift) Nylon Base, 360 rotation. (Five Years Parts Warranty)	17	Nos.		
E. Huddle Room-I:					
1.	Meeting Table: (For 4 Persons) 900W x 900 D x 760 H Noce Prenne Finish Charcoal Grey Powder Coat	1	No.		
2.	Conference Chair: Mesh Back & leatherette padded seat, Lumbar Back Support, black Laquer Pointed Base, mesh padded Seat	4	Nos.		
F. Huddle Room-II:					
1.	Meeting Table: (For 4 Persons) 900W x 900 D x 760 H Noce Prenne Finish Charcoal Grey Powder Coat	1	No.		
2.	Conference Chairs: Mesh Back & Leatherette padded seat, Lumbar Back support, Black Laquer Pointed Base, Mesh Padded Seat.	4	Nos.		
G. Workstation (Cluster):					
1.	Workstation (For 4 persons): 1200W x 685D x 760 H Natural Veneer & Brushed Oak Finish	1	Set		



H.	Workstation (Liner / Wall Mounted):					
1.	Workstation (For 3 persons): 1500W x 1050D x 760 H Natural Veneer & Brushed Oak Finish	4	Set			
2.	Workstation (For 2 persons): 1500W x 1050D x 760 H Natural Veneer & Brushed Oak Finish	4	Set			
I.	Workstation (Liner):					
1.	Workstation (For 6 persons): 1500W x 1050D x 760 H Natural Veneer & Brushed Oak Finish	1	Set			
J.	Workstation (3Y):					
1.	Workstation (For 3 persons): 1200W x 1200D x 760 H Natural Veneer & Brushed Oak Finish	1	Set			
K.	Wooden Drawer Pedestal For Workstations:					
1.	Drawer Pedestal: 350W x 450 D x 600 H Natural Veneer & Brushed Oak Finish	33	Nos.			
L.	CPU Trolley For Workstations:					



1.	CPU Trolley: Size : (mm) W:460 D:240 H:275 Natural Veneer & Brushed Oak Finish	33	Nos.			
2.	For Office Computers: CPU Trolley: Size : (mm) W:460 D:240 H:275 Natural Veneer & Brushed Oak Finish	12	Nos.			
M. Chair For Workstations:						
1.	Revolving Chair For Workstations: (Color Black) Mesh back, Leatherette padded seat & back, Torsioen Bar basic Tilt Mechanism, Height adjustable (Gas Lift), Nylon Base, 360 Rotation, Tilt Locking at Multiple Levels Size: 600W x 620D x 950H (Five years parts warranty)	33	Nos.			
N. Office Reception:						
1.	Side Table : Standard Size: L:600mm W:600mm H:496mm Natural Veneer & Brushed Oak Finish	2	Nos.			
2.	Revolving Chair For Reception: (Color Black) Mesh back, Leatherette padded seat & back, Torsioen Bar basic Tilt Mechanism, Height adjustable (Gas Lift), Nylon Base, 360 Rotation, Tilt Locking at Multiple Levels Size: 600W x 620D x 950H (Five years parts warranty)	1	No.			
O. Stackable (Chairs)						
	Plastic Seat and back, Lumbar back support Chromed base Stackable W515 x 592D x 860H	12	Nos.			
P. Office Revolving Chairs:						
	Revolving Chair For Reception: (Color Black) Mesh back, Leatherette padded seat & back, Torsioen Bar basic Tilt Mechanism, Height adjustable (Gas Lift), Nylon Base, 360 Rotation, Tilt Locking at Multiple Levels Size: 600W x 620D x 950H (Five years parts warranty)	2	No.			



				Gross Total	
				17% GST	
				Grant Total	







DCPC Room Furniture:







CEO's Room Furniture:







Conference Room:







Workstations:









Huddle Room – I:



Huddle Room – II





Reception Side Table:



Stackable Chairs:

