



# REQUEST FOR PROPOSAL

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PROCUREMENT FOR MASTERCARD PAYMENT CARD PALSTIC& PERSONALIZATION



***FWBL\HO\IT\KK\MFK\2017\4***

***Published Date:***

***July 24, 2017***

***Proposals Submission Dead line Date:***

***August 11, 2017 12:00 pm***

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## Submission Details

### Submission Deadline

All proposal submissions for responding to this request must be submitted on or before August 11, 2017, in a single sealed envelope containing two separate sealed envelopes distinctly marked as Technical and Financial Proposal.

Submission will be valid if:

- Responses to RFP are submitted no later than August 11, 2017 12:00 pm at FWBL, Head Office GF-2 Reception Area, S.T.S.M Foundation Building, CL-10/20/2, Beaumont Road, Civil Line, Karachi.
- Bids are submitted in a Single sealed envelope containing two separate sealed envelopes with separate marking "Technical Proposal" & "Financial Proposal".
- All separate copies of Proposals and attachments must be provided in a sealed envelope marked as " Technical Proposal"

### Submission Questions & Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Proposal:

Name: Muhammad Faraz Khan  
Position: Head - Alternate Distribution Channels  
Email: faraz.khan@fwbl.com.pk

### Introduction

First Women Bank Ltd. a commercial bank caters to women at all levels of economic services and activities such as: - Micro, SME and Corporate, Treasury Operations, Trade and Finance, and Investment Banking thereby enable them to transcend their status from passive beneficiaries to dynamic agents of change.

Over the past couple of months, the bank has made significant leaps in terms of technology acquisition and infrastructure upgrade in a short span. To sum it up, we are in process of setting up an enterprise wide CRM, establishing a 24/7 Phone Banking Call Center with IVR, Launching of multiple mastercard schemes, enablement of SMS Banking and Implementation of Internet Banking, we are also implementing PayPak in line of regulation for local payment card scheme via 1-Link.

The request for proposal document is solely for the procurement of mastercard payment card plastic as per the industry standards

The high level **functional** requirement for above mentioned is as follows:

- Procurement of mastercard Payment Card Plastic for Magnetic stripe cards.
- Personalization of Payment Cards

The later sections of the document provide additional information that will allow bidders to understand the scope of the effort and develop a proposal in the format required by FWBL to fulfill the business and market needs.

### Scope

Bank intends to launch branded payment card schemes to leverage the customers satisfaction and strengthen FWBL brand name and to position its contribution towards the financial inclusion in Pakistan; in this regards procurement of card plastic as per industry standards is the basic requirement, branded payment cards can be a game changer for the bank, and most importantly quality and design of card that is being issued reflects the bank face as it leaves an everlasting impression on customers reflecting bank's image.

The vendor should abide by the quality standards and specifications prescribed by mastercard; card printing should be strictly in accordance with the specimen provided by the bank.

### Eligibility Criteria

Bidders of this RFP will be eligible only if they fulfill the following criteria at minimum:

- The bidder should be **NTN** and **Sales tax** registered Company in Pakistan.
- Bidder should not have been blacklisted from participating in any public sector bids / RFPs / tenders.
- Bidder must be mastercard certified vendors / Local Partners for mastercard Card Plastic Designing, Issuance and Personalization.
- The bidder must have been in business of manufacturing plastics or personalization of payment cards for at least 3 years in Pakistan.
- Bidder must have the required relevant qualified personnel and enough strength to fulfill the requirement of assignment, including a technical and operational team available for support 24 hours a day, 7 days a week, throughout the year.
- The bidder must have provided card plastic supply and personalization services for at least 2 banks / financial institutions / government agencies in Pakistan
- Bidder must have annual revenue of at-least PKR 50million during the last one year.
- The bidder should have supplied over 100,000 plastic cards (Either Visa, mastercard, Union-Pay; not propriety ATM Cards) in Pakistan in the year 2016.

This is single stage two envelop bidding procedure as per PPRA rules the bidders shall submit their proposals in one sealed envelope containing two different separate sealed envelopes marked as "Technical Proposal" and "Financial Proposal" Only Technical envelop will be opened

in the presence of bidders and Financial proposal envelopes will stay in FWBL custody till the opening of Financial bids.

Financial proposals from bidders that met the minimum technical score will be opened in front of bidders. Final date of opening of Financial Bids which will be communicated to all the bidders in advance.

Further final evaluation reports containing the combination of marks including technical and financials will be published on FWBL website and PPRA as well.

Successful bidder which qualifies the combined evaluation will hold a meeting with the management of the Bank to discuss in details the exact requirements and procedures to be followed in conducting this assignment.

After the finalization of combined evaluation the qualifying organization will be issued "Letter of Intent" which will be followed by the Service agreement and Service order.

### **Submission Timeline& Location**

FWBL reserves the right to modify below timeline at any time. Should the due date for proposals be changed, all prospective respondents shall be notified. The proposal must follow as per the following high level schedule.

#### **Location and Timing**

Bids/Proposals must be delivered to the FWBL, on or before, August 11, 2017 12:00 pm and only technical proposals will be opened on the same date at FWBL, Head Office GF-2 Reception Area, S.T.S.M Foundation Building, CL-10/20/2, Beaumont Road, Civil Lines, Karachi.

Milestone	Date
RFP Released	July 24, 2017
Last Date to receive letter of Intent from Prospective Bidders and Deadline for Submission of Questions for Clarifications on RFP	July 31, 2017
FWBL to provide responses to queries in writing. If required, a conference call will be arranged by FWBL	August 7, 2017

RFP Bid Submission Date and Time	August 11 2017 12:00 pm
Opening of Technical Bids	August 11, 2017 12:30 pm
Opening of Financial Bids	TBD

As a result of this Request for Proposal, FWBL may do one of the following at its discretion:

1. Award a contract for this Request for Proposal on the basis of prescribed evaluation criteria.
2. Cancel the whole process.

**Proposals Evaluation Criteria**

Proposals will be evaluated on the basis of 10– 90i.e.

- 10% of the proposal strength will be measured in Technical evaluation
- 90% of the proposal strength will be measured in Financial evaluation

**Technical Score**

Technical evaluation of the proposals will be given weight through the below mentioned factors based on the below formula.

$$\frac{\text{Bidders Technical Score}}{\text{Total Technical Score}} \times \text{Weight}$$

**Minimum score of 70% on evaluation criteria specified in Annexure A is required to qualify for financial evaluation.**

**Financial Score**

Bid Price will be calculated as:

Quoted Financials should include the price of solution that is supporting/surrounding all components (i.e. Application cost for primary, backup, DR site and One Time Implementation Cost).

$$\frac{\text{Lowest Bid Price}}{\text{Bidder's Price}} \times \text{Weight}$$

**Combined Evaluation will be calculated by adding the Technical and Financial Evaluation as below:**

$$\left[ \frac{\text{Bidders Technical Score}}{\text{Total Technical Score}} \times \text{Weight} \right] + \left[ \frac{\text{Lowest Bid Price}}{\text{Bidder's Price}} \times \text{Weight} \right]$$

### Scope of Work

Bank is looking for a vendor to undertake to complete the proceeding (with regards to mastercard Payment Card Plastic Procurement and Personalization). The scope of work is mentioned below.

1. **Obtaining Approval of Card Design** from mastercard.
2. **Procurement of Card Plastic** for Magnetic Stripe as per mastercard Payment card standard
3. **Personalization of Cards:** This includes card embossing, magnetic stripe encoding, and CVV number printing per mastercard brand specifications.
4. **SFTP or any other mode of secure communication** with digital signatures / encryption & decryption for download of customer data via secure link to the Bank premises
5. **Daily MIS Reports:** would be requires by the bank for personalized cards.

The vendor should abide by the quality standards and specifications prescribed by mastercard; card printing and personalization should be strictly in accordance with the specimen provided by the bank.

FWBL will sign agreement with successful bidder for 3 years. Additional order, if and when required will be placed with the successful bidder using the per card prices quoted by successful bidder against the RFP.

### Card Specifications

- Magnetic stripe card plastic only
- Card Plastic Specification as per mastercard standards
- Card Plastic Designing as per bank's provided artwork

### Card Personalization

- To download customer data for card personalization SFTP or any other secured with digital signatures / encryption & decryption must be used.
- Card embossing, magnetic stripe encoding, and CVV number printing as per mastercard brand specifications.

### Deliverables with Turn Around Time

The following are the timelines for which the bidder needs to ensure maximum resource allocation.



- |  |  |
|--|--|
| • New Card e-Proofing  | 1 week   |
| • Sample Card  | 1 to 2 weeks                                   |
| • Plastic Ordering and SFTP setup with the bank                      | 3 to 4 weeks                                   |
| • Personalized Card Delivery (Upon Customer Request onward delivery) | 48 hours (to the Dispatch for onward delivery) |

For any delay, proper reasons should be submitted to the bank.

#### FORMAT FOR TECHNICAL BID

Technical Bids must be made in an organized and structured manner in the following form. All claims made by the bidder in response will have to be backed by documentary evidence.

- Table of Contents
- Technical Bid Cover Letter
- Technical Bid / Bid Particular for Tenders
- Bidder / Consortium Member's Profile
- Methodology and detailed project plan.
  - Project Implementation
  - Annual Support
- Proposed Team CV's and Certifications
- Technical Bid / Technical and Functional Requirement
  - Completed Evaluation Forms in Annexure A.
- Specification of Hardware & other licensing requirement (if any)
- Technical Bid - Details of Prior Experience
- Annexure
  - GST and NTN Certificate
  - Audited Financial Statements for last three years
  - Affidavit that bidder is not blacklisted
  - Affidavit that bidder will not subcontract any part of the project to any other vendor.

***Technical Bid should be comprehensive, well presentable, with proper binding and use of separators.***

**FORMAT FOR FINANCIAL BID**

The financial bid should be quoted as per the format. The financial bid should be accompanied by Financial bid cover letter. The Bidder shall bear all costs associated with the preparation and submission of its bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the Bank. The Bank will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

- Financial Bid - Commercial Bid Cover Letter
- Financial Bid - Commercial Bid For FWBL Procurement of branded payment cards and its personalization.
- Bid Security
- Payment Terms

**Bid Currency and Validity**

- All prices must be quoted in Pak Rupees including all applicable taxes.
- Bid validity will be 180 days after the submission of proposals

**Bid Security**

All bids must be accompanied by a pay order of Five percent (5%) of total bid amount (where total bid amount = Total cost for 10,000 card plastic and personalization both) in Favor of First Women Bank Ltd enclosed in the sealed financial envelope and must be delivered to Information Technology Division, GF-2 Reception Area S.T.S.M. Foundation Building, CL/10/20/2, Beaumont Road Civil Lines, Karachi – 75530 on or before August 11, 2017 12:00 pm.

Bid security of successful bidder will be adjusted as a performance guarantee and will be released after the completion of the agreement.

**Payment Terms**

- Plastic payment will be made 100% upon delivery of the cards (ordered as per specifications mentioned in CARD SPECIFICATION).
- For personalization, payment will be made on monthly basis only after submission of invoice and detailed sheets (segregated as per card specification – if any)
- There will be no upfront fee, no Flat Monthly Fee and no setup cost to be made by the bank.

Please refer to Annexure A – for details on Organization & Team Evaluation to be considered as Technical and Functional requirement.

**Pre-award Presentations**

The FWBL reserves the right to require presentations and/or demonstrations/ Interview from any or all of the bidders, in which they may be asked to, provide additional information.

**Complete Pricing**

The respondent should include all incidental expenses in the project pricing. This includes travel expenses, printing or reproduction, communications, etc. Any invoices for expenses beyond those **itemized (listed)** in the RFP response will not be entertained by FWBL.

**Annexure A**

This section includes vendor evaluation criteria with the following section:

- **Organization and Team Evaluation**

Please complete the following evaluation form (below) - Bidder must score at-least 70% to be eligible for financial bid evaluation.

**Organization and Team Evaluation**

No	Evaluation Factors and Description	Total Marks	Max Marks	Total Marks and Distribution ranking
1	The bidder should be a Company Registered in Pakistan and in operation for at least 3 years as on the date of submission.	15	15	<u>TO BE JUDGED ON PROVIDED CERTIFICATE OF INCORPORATION/REGISTRATION</u>
2	The bidder / consortium partner must have been in business of manufacturing plastics as per mastercard standards or personalization of payment cards as per mastercard standards for at least 3 years in Pakistan.	30	30	<u>TO BE JUDGED ON PROVIDED LETTERHEAD OR UNDERTAKING</u>
3	Organization Financial Strength	25	25	Firm has more than Rs. 150 million annual Turnover / Revenue for last Three (03) years and Audit Report is provided confirming company sound financial Position. <u>TO BE JUDGED ON PROVIDED AUDITED FINANCIAL STATEMENTS</u>
			15	Firm has more than Rs. 100 million annual Turnover / Revenue for last Three(03) years and Audit Report is provided confirming company sound financial Position. <u>TO BE JUDGED ON PROVIDED AUDITED FINANCIAL STATEMENTS</u>
			5	Firm has more than Rs. 50 million annual Turnover / Revenue for last Three(03) years and Audit Report is provided confirming company sound financial

				Position. <u>TO BE JUDGED ON PROVIDED AUDITED FINANCIAL STATEMENTS</u>
4	Magnetic Stripe Payment Card Supply Strength	25	25	Bidder / consortium partner(s) should have processed and supplied more than 500,000 Visa / mastercard / UnionPay / Magstripe card plastics for banks during the last 2 financial years in Pakistan. <u>TO BE JUDGED ON PROVIDED CERTIFICATE FROM CLIENTS</u>
			15	Bidder / consortium partner(s) should have processed and supplied more than 300,000 Visa / mastercard / UnionPay / Magstripe card plastics for banks during the last 2 financial years in Pakistan. <u>TO BE JUDGED ON PROVIDED CERTIFICATE FROM CLIENTS</u>
			5	Bidder / consortium partner(s) should have processed and supplied more than 100,000 Visa / mastercard / UnionPay / Magstripe card plastics for banks during the last 2 financial years in Pakistan. <u>TO BE JUDGED ON PROVIDED CERTIFICATE FROM CLIENTS</u>
5	Chip Payment Card Supply Strength	25	25	Bidder / consortium partner(s) should have processed and supplied at least 200,000 Chip cards (cumulative) for Banks/Financial Institutions/Govt. Agencies during the last 2 financial years in Pakistan. <u>TO BE JUDGED ON PROVIDED CERTIFICATE FROM CLIENTS</u>
			15	Bidder / consortium partner(s) should have processed and supplied at least 100,000 Chip cards (cumulative) for Banks/Financial Institutions/Govt. Agencies during the last 2 financial years in Pakistan. <u>TO BE JUDGED ON PROVIDED CERTIFICATE FROM CLIENTS</u>

			5	Bidder / consortium partner(s) should have processed and supplied at least 50,000 Chip cards (cumulative) for Banks/Financial Institutions/Govt. Agencies during the last 2 financial years in Pakistan. <u>TO BE JUDGED ON PROVIDED CERTIFICATE FROM CLIENTS</u>
6	Payment Card Personalization Strength	25	25	The bidder / consortium partner(s) must have personalized at least 150,000 Visa / mastercard / UnionPay Cards for Banks/Financial Institutions/Govt. Agencies during the last 2 financial years in Pakistan. <u>TO BE JUDGED ON PROVIDED CERTIFICATE FROM CLIENTS</u>
			15	The bidder / consortium partner(s) must have personalized at least 100,000 Visa / mastercard / UnionPay Cards for Banks/Financial Institutions/Govt. Agencies during the last 2 financial years in Pakistan. <u>TO BE JUDGED ON PROVIDED CERTIFICATE FROM CLIENTS</u>
			5	The bidder / consortium partner(s) must have personalized at least 50,000 Visa / mastercard / UnionPay Cards for Banks/Financial Institutions/Govt. Agencies during the last 2 financial years in Pakistan. <u>TO BE JUDGED ON PROVIDED CERTIFICATE FROM CLIENTS</u>
7	Technical Bid Completeness(documentary proof, brochures, diagrams, non deviation material, relativity etc.)	20	20	<u>TO BE ASSIGNED BY TECHNICAL EVALUATION COMMITTEE</u>
<b>TOTAL</b>		<b>165</b>		

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Company Seal & Bidder's Signature

**Annexure B – Technical Bid Documentation**

**TECHNICAL BID COVER LETTER**

Tender Reference No:

Date:

Head – Alternate Distribution Channels,  
IT Division, FWBL.  
Head Office, Mezzanine Floor,  
STSM Foundation Building,  
Civil Lines, Dr Zia-ud-Din Ahmed Road,  
Karachi.

Dear Sir,

**Sub: your RFP for “Procurement of mastercard Payment Card Plastic and Personalization” dated DD-MM-YYYY.**

With reference to your subject RFP, we have examined and understood the instructions including all annexure, terms and conditions, project scope forming part of the RFP; we hereby enclose our Technical Bid for Procurement of mastercard Payment card plastic and personalization as mentioned in the RFP documents.

In the event of acceptance of our bid by The Bank we undertake for Procurement of mastercard Payment Card Plastic and personalization as per your purchase orders.

We agree to abide by the terms and conditions of this bid offer till 180 days from the date of opening of bids and our offer shall remain binding upon us which may be accepted by the Bank any time before expiry of 180 days.

Until a formal contract is executed, this tender offer, together with The Bank’s written acceptance thereof and Bank’s notification of award, shall constitute a binding contract between us.

Dated this day of \_\_\_\_\_ 2017

Signature: (In the Capacity of) \_\_\_\_\_

Duly authorized to sign the tender offer for and on behalf of



**BID PARTICULARS**

Name of the Bidder.	
Is the Bidder the Principal Owner of the solution or an Authorized Partner / Re-seller.	
Registered Address of the Bidder.	
Name of the person to whom all references shall be made regarding this tender.	
Designation of the person to whom all references shall be made regarding this tender.	
Address of the person to whom all references shall be made regarding this tender.	
Telephone No. (With country and area code).	
E-Mail of the contact person:	
Fax No. (With country and area code).	

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Company Seal & Bidder's Signature

**BIDDER / PRINCIPAL OWNER / AUTHORIZED PARTNER / OTHER CONSORTIUM MEMBER PROFILE:**

S. No.	Name of the Company	
01.	Indicate whether the Company is the lead Bidder and whether the Company is the Principal Owner, Authorized Partner or Other consortium member	
02.	Year Established	
03.	Turnover (in PKR)	<b>FY 2014:</b> <b>FY 2015:</b> <b>FY 2016:</b>
04.	Profit After Tax (in PKR)	<b>FY 2014:</b> <b>FY 2015:</b> <b>FY 2016:</b>
05.	Proposed role of the member in the project	
06.	Proposed role of the member in the project	
07.	Head Office Address	
08.	Telephone No. (with country and area code)	
09.	Fax No. (with country and area code)	
10.	E-mail Address	
11.	Name of the Key representative for this project	
12.	Any accreditations / Certifications (e.g. CMM, ISO, ITIL etc.)	
13.	Previous experience for Procurement of branded card plastic and personalization for commercial banks.	Implementations in the last 5 years and before last five years:

The Bidder should fill this Annexure for the Bidder and any other member of the consortium separately (including the Principal Owner, Authorized Reseller / Partner and any other member of the consortium) As of this Date, the information furnished in all parts of this form is accurate and true to the best of my knowledge.

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Company Seal & Bidder's Signature

**DETAILS OF PRIOR EXPERIENCE**

Please provide details of prior experience of the Bidder / Principal Owner / Authorized Partner / other Consortium members in procurement of mastercard payment card plastic and personalization.

For each prior experience reference that the Bidder wants to highlight, one sheet in the below template should be submitted in the proposal and should be supported by a copy of the purchase order as documentary evidence.

Name of the client bank:	
Country:	
Client address:	
Assignment Type (Card Plastic and personalization as optional)	
Description of the assignment and the scope of services delivered by the Bidder to the clients	
Description of the solution implemented. Also indicate whether it is the same as the solution proposed to the bank	
Assignment Duration (in months)	
Assignment Start Date (Month & Year)	
Assignment End Date (Month & Year)	
Total No. of staff months in the assignment	
Approximate value of contract (PKR or USD)	PKR / USD
Client Reference 1	Name: Designation: Address:  Phone No. Mobile No. Email Address:
Client Reference 2	Name: Designation: Address:  Phone No. Mobile No. Email Address:

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Company Seal & Bidder's Signature

**Annexure C – Financial Bid Documentation**

**COMMERCIAL BID COVER LETTER**

Tender Reference No:  
Date:

The Head Alternate Distribution Channel,  
IT Division, FWBL.  
Head Office, Mezzanine Floor,  
STSM Foundation Building,  
Civil Lines, Dr Zia-ud-Din Ahmed Road,  
Karachi, Pakistan

Dear Sir,

**Sub: your RFP for “Procurement of mastercard Payment Card Plastic & Personalization” dated DD -MM-YYYY.**

Having examined the RFP including all mention requirements, we, the undersigned, offer to deliver services in conformity with the said RFP and in accordance with our proposal and total cost indicated in the enclosed Commercial Bid for **Procurement of mastercard Payment Card Plastic and Personalization** as mentioned in the in the RFP document.

All the prices mentioned in our bid are in accordance with the terms as specified in the bidding documents. We agree to abide by this bid for the period of 180 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in bidding documents.

If our bid is accepted, we will submit the BID Security (in the format prescribed by the Bank) for a sum equivalent to 5% of the value of the contract to the Bank valid for a period of one year in favor of First Women Bank Ltd. for the due performance of the Contract.

Until a formal contract is prepared and executed, this bid, together with the bank’s written acceptance thereof and bank’s notification of award, shall constitute a binding Contract between us.

Dated this day of \_\_\_\_\_ 2017  
Signature: (In the Capacity of) \_\_\_\_\_

Duly authorized to sign the tender offer for and on behalf of

Seal: \_\_\_\_\_

Location: \_\_\_\_\_

Address: \_\_\_\_\_

<b>COMMERCIAL BID FOR PROCUREMENT OF MASTERCARD PAYMENT CARD PLASTIC &amp; PERSONALIZATION</b>
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The financial bid should be quoted as per the format. The financial bid should be accompanied by Financial bid cover letter. The Bidder shall bear all costs associated with the preparation and submission of its bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the Bank. The Bank will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

- Financial Bid will be evaluated as per the following
  - Commercial Bid for Procurement of mastercard payment card plastic
  - Personalization of branded payment cards
- Bid Security
- Payment Terms

Please note that rates should be quoted in Pak Rupees and strictly as per the format illustrated below, dispatch cost to be pass on as-is to the bank.

ITEM DESCRIPTION	Qty	COST PER CARD (PKR)	APPLICABLE TAX PER CARD (PKR)	TOTAL COST PER CARD (PKR)	TOTAL COST FOR 10,000 CARDS (PKR)
Per card plastic	10,000				
Per card personalization	10,000				
<b>TOTAL COST</b>					

**Important Note:** - FWBL will use cost inclusive of applicable taxes to calculate the financial bid

Bank has the right to select either per card cost or per card personalization cost or sum of both to evaluate financial bid and may or may not acquire services for personalization.

FWBL will sign agreement with successful bidder for 3 years. Additional order, if and when required will be placed with the successful bidder using the per card prices quoted by successful bidder against the RFP.

Moreover, dispatch cost for Personalized Cards to be pass-on to the bank as-is, or bank may send its rider for pick-up of personalized cards as per mutually agreed upon, in case if personalization is being carried out internationally, bank has the right to add the estimated cost incurred in dispatch to calculate total cost for financial evaluation of bidder.

Rates should be quoted in Pak Rupees and strictly as per the format illustrated above. Bids quoted in formats other than the illustrated format will be rejected. Applicable local taxes shall be paid over and above on actual basis on production of documentary evidence. Bank will not be making any other payment except those mentioned in the commercial bid.

Name: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_  
Company Seal & Bidder's Signature & Date