

# Request for Proposal

## Procurement of Microsoft Licenses

Published Date: 23 August 2017

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Proposals Submission Dead line Date: 12 September 2017 11:00 am

## First Women Bank Limited

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Submission Details ..... 3

    Submission Deadline ..... 3

    Submission Questions & Clarifications ..... 3

Introduction ..... 4

Eligibility Criteria ..... 4

Terms of Reference ..... 4

Submission Timeline & Location ..... 5

Proposals Evaluation Criteria ..... 6

FORMAT FOR TECHNICAL BID ..... 6

FORMAT FOR FINANCIAL BID ..... 7

    Bid Currency and Validity ..... 7

    Bid Security ..... 7

    Payment Terms ..... 7

    Pre-award Presentations ..... 7

    Complete Pricing ..... 7

Annexure A– Technical Bid Documentation ..... 8

    TECHNICAL BID COVER LETTER ..... 8

    BID PARTICULARS ..... 9

    BIDDER / PRINCIPAL OWNER / AUTHORIZED PARTNER / OTHER CONSORTIUM MEMBER PROFILE: ..... 10

Annexure B– Financial Bid Documentation ..... 11

    COMMERCIAL BID COVER LETTER ..... 11

    COMMERCIAL BID ..... 12

## Submission Details

### Submission Deadline

All proposal submissions for responding to this request must be submitted on or before 12 September 2017 11:00 am in a single sealed envelope containing one sealed envelope.

Submission will be valid if:

- Responses to RFP are submitted no later than 12 September 2017 11:00 am at FWBL, Head Office GF-2 Reception Area, S.T.S.M Foundation Building, CL-10/20/2, Beaumont Road, Civil Line, Karachi.
- Bids shall be submitted in a Single sealed envelope containing one sealed envelope containing "Technical & Financial 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: Mudassar Lakhani  
Email: mudassar.lakhani@fwbl.com.pk

All queries for the subject tender (if any) should be sent to above mentioned email address at least 05 working days prior to bid opening date.

## 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.

This tender is for procurement of Microsoft Licenses as specified in section “Terms of Reference”.

## 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.
- The bidder must be an authorized reseller of the required product and must include a certificate from Microsoft or Authorized Distributor confirming bidder’s reseller status.

## Terms of Reference

The deliverables of the assignment as required by the FWBL are mentioned below:

- Delivery of Microsoft Licenses as per BoQ in this section.
- Associating the Licenses to FWBL Account on Microsoft Portal.
- Expected time frame for the delivery of Licenses should be within 45 calendar days after agreed upon advance payment by FWBL.

Following is the BoQ for this procurement

S.No	Operating System License	QTY
1	Windows 10 Professional Equivalent License	50
2	Windows 2012 R2 Standard Equivalent License (32 Core )	20*
3	Windows 2012 R2 Standard Equivalent CALs	400

\*FWBL may decide to increase the quantity to a maximum of 25 licenses for Windows 2012 R2 Standard Equivalent License (32 Core), based on the final assessment of FWBL requirements before issuing of purchase 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 FWBL, on or before, **12 September 2017 11:00 am**. **Technical and Financial** 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	23 August 2017
Proposal Submission Due Date	12 September 2017 11:00 am
Opening of Technical and Financial Bids	12 September 2017 11:30 am
Publishing of Combined Evaluation Report	To be decided later

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**

The bidder with lowest financial bid (inclusive of applicable taxes) will be considered as the lowest bidder for further evaluation of documents.

## **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
- Details of required Microsoft Licenses
- Annexure
  - GST and NTN Certificate
  - Audited Financial Statements (Balance Sheet, P&L, and Cash Flow) for last three years
  - Affidavit that bidder is not blacklisted
  - Affidavit that bidder will not subcontract any part of the procurement to any other vendor.

## 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 Microsoft Licenses
- Bid Security
- Payment Terms

### Bid Currency and Validity

- All prices must be quoted in Pak Rupees including all applicable taxes.
- Bid validity will be 90 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 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 12 September 2017 11:00 am.

### Payment Terms

Payment schedules is as below

Project Phase	Payment Plan (%age of Contract Value)
Advance – PO Issuance	10%
Delivery of Microsoft Licenses as per TOR	90%

### 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- Technical Bid Documentation**

### **TECHNICAL BID COVER LETTER**

Tender Reference:

Date:

Project Manager  
IT Division, FWBL.  
Head Office, Mezzanine Floor,  
STSM Foundation Building,  
Civil Lines, Dr Zia-ud-Din Ahmed Road,  
Karachi.

Dear Sir,

**Sub: RFP for "Procurement of Microsoft Licenses".**

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 Microsoft Licenses, as mentioned in the RFP documents.

In the event of acceptance of our bid by The Bank we undertake the responsibility of delivery and associating the Microsoft Licenses to FWBL profile in Microsoft Portal as per First Women Bank purchase order.

We agree to abide by the terms and conditions of this bid offer till 90 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 90 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 in implementation, Installation and maintenance of related storagesolution atlocal & Foreign 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

## **Annexure B- Financial Bid Documentation**

### **COMMERCIAL BID COVER LETTER**

Tender Reference:

Date:

Project Manager,  
IT Division, FWBL.  
Head Office, Mezzanine Floor,  
STSM Foundation Building,  
Civil Lines, Dr Zia-ud-Din Ahmed Road,  
Karachi, Pakistan

Dear Sir,

**Sub: RFP for “Procurement of Microsoft Licenses”.**

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 Microsoft Licenses mentioned 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 90 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.

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: \_\_\_\_\_

## COMMERCIAL BID

Financial Bids must be provided in the following format:

S.No	Operating System License	QTY	Unit Cost (in PKR)	Applicable Taxes	Total Cost in PKR
1	Windows 10 Professional Equivalent License	50			
2	Windows 2012 R2 Standard Equivalent License (32 Core )	20			
3	Windows 2012 R2 Standard Equivalent CALs	400			
<b>Total Financial Bid</b>					

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