

# Request for Proposal

Procurement of Extended Warranty for Existing Dell  
PowerEdge R730 Servers or Similar Solution

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Proposals Submission Dead line Date: 03 June 2019 11:00 AM

Opening of Technical & Financial Bid: 03 June 2019 11:30 AM

First Women Bank Limited

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## Submission Details

### Submission Deadline

All proposal submissions for responding to this request must be submitted on or before 03 June 2019 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 03 June 2019 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.

The request for proposal document is solely for the purpose of providing interested parties with sufficient information to enable them to prepare and submit a proposal for providing warranty for existing Dell PowerEdge R730 Servers

## Eligibility Criteria

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

- The bidder should be registered with Federal / Provincial Tax authorities in Pakistan.
- Bidder must be OEM or authorized reseller of the proposed product.

## Terms of Reference

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

- Delivery of warranty on existing Dell Servers at FWBL: Following is the Dell product information
  - Product Number – Dell PowerEdge R730
  - Number of Servers at FWBL – 3
  - Please contact FWBL designated resource for serial number/Service TAG and other technical information required for preparation of the bid
- Duration of warranty period – 2 year for hardware
- Repair and Replacement Services to be provided by Dell on “Next Business Day” Parts Delivery
- Bidder will be responsible to gather technical information to identify correct product code/item number for Dell Servers warranty.

## 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 **03 June 2019 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	16 May 2019
Proposal Submission Due Date	03 June 2019 11:00 AM
Opening of Technical and Financial Bids	03 June 2019 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 / Bid Particular for Tenders
- Documentation indicating that bidder is an Authorized reseller of the proposed product
- Bidder / Consortium Member's Profile
- Annexure
  - GST and NTN Certificate
  - Affidavit that bidder is not blacklisted
  - Affidavit that bidder will not subcontract any part of the project 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 – Dell PowerEdge R730 Servers warranty installed at FWBL
- 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

### **Payment Terms**

Payment schedules is as below

<b>Project Phase</b>	<b>Payment Plan (%age of Contract Value)</b>
<b>Delivery of warranty by bidder</b>	100%

### **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**

**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 2016:</b> <b>FY 2017:</b> <b>FY 2018:</b>
04.	Profit After Tax (in PKR)	<b>FY 2016:</b> <b>FY 2017:</b> <b>FY 2018:</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 server solution at local & 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**

Item DESCRIPTION	COST (PKR)COST (PKR)	APPLICABLE TAX (PKR)	Total Cost (PKR)
2 Year Extended Warranty for Dell PowerEdge R730 Servers installed at FWBL			

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