


TR-TI-02

Consulate General of Pakistan  
Toronto  
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The Consulate General of Pakistan, Toronto intends to float a tender for "Expression of Interest (EOI) for repair and upgradation of telephone exchange system" of the Consulate General of Pakistan, Toronto. As per Rule-12 of Public Procurement Rules 2004 as notified by the Finance Division vide SRO No. 432 (I)/2004 dated June 8, 2008 and SRO No. 591(I)/2022 dated 10<sup>th</sup> May, 2022, we are required to float the tender notice and bidding documents on PPRA's website ([www.ppra.org.pk](http://www.ppra.org.pk)).

2. The PPRA is therefore, requested to make necessary arrangements for uploading the tender notice alongwith complete set of bidding documents (comprising 09 pages) on the PPRA website at the earliest. The copy of tender notice and bidding documents is attached.

Encl: As above.

  
Head of Chancery  
Consulate General of Pakistan  
Toronto

PPRA, (Mr. Rizwan Mahmood, Director - MIS), Islamabad  
Consulate General of Pakistan, Toronto, U.O. No. MS/T/02/2020 dated 02 June, 2023  
[info@ppra.org.pk](mailto:info@ppra.org.pk) NBC

emailed

**BIDDING DOCUMENTS**

**FOR**

**REPAIR & UPGRADATION OF TELEPHONE EXCHANGE SYSTEM**

**Head of Chancery**

**Consulate General of Pakistan,**

**7880 - Keele Street, Unit 14, Vaughan, Ontario, L4K 4G7,**

**Toronto (Canada)**

**Phone: +1-905 532-0042-43**

**Email: [pareptoronto@mofa.gov.pk](mailto:pareptoronto@mofa.gov.pk)  
[pakconsulate@pakmission.ca](mailto:pakconsulate@pakmission.ca)**

**02 June, 2023**

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## Section-I: Invitation to Bid

Consulate General of Pakistan  
Toronto

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### TENDER NOTICE

Consulate General of Pakistan Toronto (Canada) invites bids from experienced and well reputed firms for the repair and upgradation of existing telephone exchange of the Consulate General of Pakistan, Toronto as per list of goods/ BoQs given in the bidding document.

2. The bidding document containing relevant details can be obtained from the address mentioned below on any working day during office hours. Alternately, the same can be downloaded from the website of the Public Procurement Regulatory Authority: [www.ppra.org.pk](http://www.ppra.org.pk).

3. Single stage – Two envelope procedure will be followed. All bids received shall be opened and evaluated in the manner prescribed in the bidding documents.

4. Bids must reach the Consulate General of Pakistan, Toronto, at the address given below, before 1000 hours (Toronto Time) on 22<sup>nd</sup> June, 2023 either through personal delivery or registered post/courier and will be opened the same day at 1030 hours in the presence of bidders or their authorized representatives who may choose to attend the same physically.

6. The Consulate General of Pakistan Toronto reserves the right to accept or reject any bid in accordance with PPRA Rules.

Head of Chancery,  
Consulate General of Pakistan,  
7880 - Keele Street, Unit 14 Vaughan, Ontario, L4K 4G7,  
Toronto (Canada)  
Phone: +1-905 532-0042-43  
Email: [pareptoronto@mofa.gov.pk](mailto:pareptoronto@mofa.gov.pk)  
[pakconsulate@pakmission.ca](mailto:pakconsulate@pakmission.ca)

## SECTION - II: Terms & Conditions

- 1) The bids will be governed by Single stage – Two envelope procedure. The bid shall comprise a package containing two separate envelopes containing separately the technical proposal and the financial proposal, clearly marked on each envelope.
- 2) The Bid Opening Committee will open the bids on 22<sup>nd</sup> June, 2023 in the presence of bidders or their representatives, who may choose to be present either physically or through virtual mode.
- 3) Initially, only the envelope/email marked as Technical Proposal shall be opened, while the envelope/email marked as Financial Proposal shall be retained without being opened;
- 4) The technical proposal shall be evaluated in a manner prescribed in these bidding documents, and the bids not conforming to specified requirements will be rejected. No amendment will be allowed in the technical proposal after opening.
- 5) The firms may submit specifications, photographic evidence, catalogue, video clips, physical samples, or any other mode to demonstrate the quality of goods/items in Technical Proposal.
- 6) The financial proposals of the technically responsive bidders shall be opened publicly at a time and date announced and communicated to the bidders in advance. The financial proposals of bids found technically non-responsive shall be returned up-opened to the respective bidders.
- 7) The bids will be evaluated on the basis of "Most Advantageous Method", wherein 30% marks will be awarded on the basis of technical evaluation while 70% on the basis of financial evaluation.
- 8) The Bid validity period shall be 15 days from the date of bid opening, and the firm will ensure completion of work within a period of 30 days from the issuance of the work order.
- 9) Bidders shall quote the rates in Canadian Dollars with all applicable taxes and transportation cost for delivery of goods in the bidding price. Use of white fluid or over-writing will not be accepted.
- 10) The successful bidder shall submit bid securing declaration on the format prescribed by the PPRA as stipulated in Rule 25 of Public Procurement Rules 2004.
- 11) The successful bidder may discharge its obligations itself or through its authorized agent, duly notified in writing.
- 12) The Consulate General reserves the rights to accept or reject any or all bids in accordance with existing PPRA-Rules.

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### **Section - III: Instructions to Bidders**

1. All bidders should understand and know the exact nature, type and quantum of work before submitting their bids.
2. If the bidder(s) need(s) any clarification / information, he/she should contact the Consulate General before the date of opening of bids at the contact details provided in Section I.
3. Prices quoted in the bid should be inclusive of all applicable taxes.
4. Quoted prices must be mentioned in words and figures both. In case of any error, price quoted in words will govern. Any proposals with over-writing or cutting will not be accepted and the bid will be rejected.
5. Each and every page of the tender document must be signed and stamped by the bidder or should be on the letterhead of the firm.

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### **SECTION - IV: EVALUATION CRITERIA**

#### **CRITERIA FOR EVALUATION OF TECHNICAL PROPOSALS:**

- i. Technical evaluation shall have weightage of 30% of the final evaluation.
- ii. The bid opening and evaluation committee shall comprise of 03 (three) officers/officials.
- iii. Each member of the committee shall evaluate the TECHNICAL PROPOSAL independently.
- iv. Each member of the committee shall evaluate the bids and award marks in the range from 0 mark to 10 marks for each Technical Proposal.
- v. Bids that receive at least 20 marks out of 30 marks shall be deemed to be technically responsive.
- vi. Bids that receive less than 20 marks in the technical evaluation shall be deemed to be technically disqualified and their sealed financial proposals shall be returned to the bidder.

#### **CRITERIA FOR EVALUATION OF FINANCIAL PROPOSALS:**

- i. Financial proposals of technically qualified firms only shall be opened on a date, time and venue announced in advance to the bidders who may choose to be present in physical or virtual mode.
- ii. Financial Evaluation shall have 70% weightage of the final evaluation.
- iii. Financial Evaluation shall be done as per the formula below:

$$\begin{aligned} & \text{Marks obtained in Financial Evaluation} \\ & = \frac{\text{Amount Quoted in the Lowest Bid}}{\text{Amount Quoted in the Bid being Evaluated}} * 70 \end{aligned}$$

#### **FINAL EVALUATION:**

*Final Evaluation = Marks obtained in Technical Evaluation + Marks obtained in Financial Evaluation*

The bid which achieves the highest total marks in Final Evaluation shall be deemed to be the Most Advantageous Bid.

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**SECTION - V: List of Goods / Bill of Quantities**

Sr. No	Description	Specifications
1	Telephone exchange system	Repair and upgradation of the existing system
2	Telephone sets	As per the requirement of the upgraded exchange
3	Hosted PBX	Installation and configuration
4	Wiring and cabling	As per requirement

**Certified that the List of Items/ Bill of Quantities (BoQs) is serially numbered from 01 to 04.**

Consulate General of Pakistan  
Toronto

**SECTION - VI: FORM OF BID**

**(To be filled, signed and stamped by the bidder, OR to be submitted on Letter- head of the firm)**

Sr. No.	Description	Specifications	Total Price (CAD)
1	Telephone exchange system	Repair and upgradation of the existing system with the capacity to hold lines	
2	Telephone sets	As per the requirement of the upgraded exchange	
3	Hosted PBX	Installation and configuration	
4	Wiring and cabling	As per requirement	
	Total Price of Goods/ services		
	<b>Grand Total (Price of Goods &amp; services) - Including All Applicable Taxes</b>		
	<b>Grand Total in Words:</b>		

Signature: \_\_\_\_\_

Stamp: \_\_\_\_\_

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

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## SECTION - VII: Undertaking by the Bidder

Each bidder shall submit and undertaking as per specimen below regarding accuracy of information provided and to the effect that the firm is not involved in any illegal activity:

### Undertaking

(To be filled, signed and stamped by the bidder, OR to be submitted on Letter- head of the firm)

It is certified that the information furnished herein and as per the documents submitted is true and correct to the best of my knowledge and nothing has been concealed or tampered with.

2. We have gone through the conditions of tender / bidding documents and are liable to any legal action for furnishing false information / documents.

3. We hereby undertake that we have not been blacklisted or rendered ineligible for corrupt and fraudulent practices, or other reasons(s), by any private organization or government organization.

**SIGNATURE:**

**STAMP/SEAL OF THE FIRM (OR ON LETTER-HEAD OF THE FIRM):**

**DATE:**

**SECTION - VIII: Bid Securing Declaration**

**(To be filled, signed and stamped by the bidder, OR to be submitted on Letter-head of the firm)**

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

Bid No.: \_\_\_\_\_

To: Consulate General of Pakistan, Toronto (Canada)

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however, without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid.
- (b) Disagreement to arithmetical correction made to the Bid price; or
- (c) Having been notified of the acceptance of our Bid by the Procuring Agency during the period of bid validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security, if so required by the procuring agency or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Signature: \_\_\_\_\_

Name of the Firm: \_\_\_\_\_

Dated: \_\_\_\_\_

Seal/ Stamp (Or on Company Letter head):