

# REQUEST FOR PROPOSAL

FOR

## PURCHASE/SUPPLY OF IT EQUIPMENT FOR SPECIALIZED SOFTWARE DEVELOPMENT

STATE LIFE INSURANCE CORPORATION OF PAKISTAN

Name of the Respondent: \_\_\_\_\_

Address for Correspondence: \_\_\_\_\_

Telephone No:

Fax No:

Email:

State Life Insurance Corporation of Pakistan, Health & Accident  
Insurance Regional Office, 3<sup>RD</sup> Floor, State Life Tower, Jinnah Avenue,  
Islamabad



*Signature*

## SECTION I: INVITATION FOR PROPOSAL

1. State Life Insurance Corporation of Pakistan intends to "Supply/Purchase of IT Equipment For Specialized Software Development"
2. State Life Insurance Corporation (hereinafter referred to as "the Purchaser/ Client") is seeking sealed proposals under Single Stage Single Envelope as per PPRA Rules 2004 from qualified Services Providers (hereinafter referred to as "the Contractor/ Bidders/ Suppliers") registered with the relevant authorities for subject procurement. Bids must be furnished via EPADs and Bids other EPADs wont be accepted
3. Bid Security amounting to **PKR. 40,000/-** in favor of "**SLIC H&AI Premium Collection Account**" must be submitted via EPADs. Further Bid Security must be submitted in hard copy well before closing timeline. Any bidder who fails to submit Bid Security in hard copy well before closing timeline his/her Bid will be rejected
4. State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules
5. Tender Schedule

<b>A</b>	Last Date & Time for Submission of Proposal via EPADs	05/03/2025 @11:00 AM
<b>C</b>	Last Date & Time for Opening of Proposal	05/03/2025 @10:30 AM

6. Address for Submitting, Clarification and Opening of Proposal: State Life Tower, Central Procurement Department, 3rd Floor, Jinnah Avenue, Islamabad

**Email:** zaman.techno@gmail.com ; masabslic@gmail.com  
mwaqas.slic09@gmail.com

**Contact No:** 051-9216344





## SECTION II: INSTRUCTION TO RESPONDENTS

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### 1. DEFINITIONS:

Unless the context otherwise requires, the following terms whenever used in this RFP and contract have the following meanings:

- a) "Proposals" means the Technical & Financial Proposals submitted by respondents in response to this RFP issued by State Life for **"Supply/Purchase of IT Equipment for Specialized Software Development"**
- b) "State Life" means State Life Insurance Corporation of Pakistan.
- c) "Competent Authority" means the Chairperson/ Chairman State Life.
- d) "RFP" means Request for Proposal
- e) "Committee" means committee constituted by State Life for evaluation of technical and financial proposals
- f) "Government" means the Government of Pakistan
- g) "Service Provider /Firm/Respondent/Vendor" means any entity that has placed an offer/ proposal for performance of services sought in this RFP
- h) "PPRA Rules" Public Procurement Rules 2004
- i) "SOW" means Scope of Work
- j) "H&AI" means Health & Accidental Insurance
- k) "IT Equipment" means items as specified in B.O.Q

### 2. INTRODUCTION

State Life is undertaking Sehat Sahulat Program for provision of indoor medical services to entire population (referred as beneficiaries herein). To augment the objective of an efficient system with real time monitoring, State Life has always believed and encouraged technology as an important tool. Use of technology improves service delivery by enabling real time monitoring and evaluation, reducing procedural delays, better storage and access, thus making data readily available.

H&AI has dedicated IT team which is actively engaged in developing software for better client service.

### 3. VALIDITY OF PROPOSALS

Proposals must be valid for a period of **120 (One Hundred and Twenty)**. A proposal valid for shorter period will be rejected. State Life may if the situation warrants





solicit the Respondents' consent to extend proposal validity (without modification in proposal

#### **4. RIGHT TO ACCEPT / REJECT PROPOSAL**

State Life reserves the right to accept or reject any proposal, and to annul the proposal process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Respondent(s) or any obligation to inform the affected Respondent(s) of the grounds for such decision as per PPRA rules.

#### **5. FRAUD AND CORRUPTION**

State Life requires that respondent hired through this RFP must observe the highest standards of ethics during the performance and execution of such agreement. In pursuance of this policy, State Life defines, for the purposes of this provision, the terms as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of State Life by any representative of Respondent(s) in contract execution.
- ii. "Fraudulent practice" means a misrepresentation of facts, in order to influence procurement process or the execution of a contract, to State Life, and includes collusive practice among Respondents (prior to or after proposal submission) designed to establish proposal prices at artificially high or non-competitive levels and to deprive State Life of the benefits of free and open competition;
- iii. "Unfair trade practices" mean rendering of services different from what is ordered on
- iv. "Coercive practices" mean harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of agreement.

##### **State Life would**

- i. Reject a proposal for award, if it determines that the Respondent recommended for award, has been determined to having been engaged in practices listed at 4(i) to 4(iv) above.
- ii. Declare a respondent ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent, and unfair trade practice in competing for or in executing the agreement.



*[Handwritten signature]*



## 6. CLARIFICATIONS AND AMENDMENTS OF RFP DOCUMENT

### 6.1. RFP CLARIFICATIONS

During evaluation of the proposals, State Life may, at its discretion, ask Respondents for clarifications on their proposals. The Respondents are required to respond within the time frame prescribed by State Life and in case of bidder fails to submit clarification response his/her bid will be declared as non-responsive and will be summarily rejected

## 7. PROCESS FOR BIDDERS' SELECTION

This enquiry pertains to Purchase/ Supply of IT Equipment for Specialized Software Development .The responses received pursuant to this RFP will be evaluated as per the criteria specified in this document and the qualified respondent would sign an agreement with State Life which would specify the assignment that the selected respondent is expected to perform.

## 6. ESSENTIAL QUALIFYING CRITERIA:

Eligible Service Provider/Respondent who:

- i. Have a relevant experience of at least two (2) years
- ii. Must be registered with Tax Authorities as per prevailing latest tax rules (Only those respondents who are validly registered with Government legal entities, sales tax and income tax departments) and on active tax payer list;
- iii. Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper of worth Rs.100/- (**One Hundred Rupees Only/-**) is mandatory);
- iv. Bids must be furnished via EPADs and any bid which is not submitted via EPADs will not be considered
- v. Bidder must have office set up in Islamabad and Rawalpindi (Verifiable Proof in this regard is needed)
- vi. Bidder to furnish Undertaking on a stamp paper of worth **PKR. 50** as per format placed at Annex-B
- vii. Bid Security amounting to **PKR 40,000/-** as per PPRA Rules in the form of Pay order/ Bank Draft in favor of "SLIC H&AI Premium





Collection Account" must be furnished in hard copy well before closing time at following address:

**Office of Central Procurement Department (CPD), Health and  
Accidental Insurance (H&AI), Regional Office,  
3<sup>rd</sup> Floor, State Life Tower, Jinnah Avenue, Islamabad**

Any bidder who fails to furnish hard copy of Bid Security his bid will be rejected. Scanned Copy of Bid Security must be furnished on EPADs.

**NOTE:** Verifiable proof for all the above shall be mandatory. Non-submission will cause disqualification of the bidder for any further process no matter vendors' overall cost is lowest/most advantageous. All bidders must provide a checklist format compliance of the eligibility criteria above.

**DISQUALIFICATIONS**

State Life may at its sole discretion and at any time during the evaluation of proposal, disqualify any Respondent, if the Respondent has:

- i. Submitted the proposal documents after the bid closing timeline
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project
- iv. Submitted a proposal that is not accompanied by required documentation or is non-responsive
- v. Failed to provide clarifications related thereto, when sought
- vi. Submitted a proposal with price adjustment / variation provision
- vii. Proposal that is conditional means the quoted products are not clearly specified along with detailed specifications, pictures, warranty information etc
- viii. Bid security is not submitted with the proposal via EPADs and also Bid Security must reach in hard form well before closing. Vendor is also required to furnish contact details of relevant official of bank from where Bid Security Cheque is being made
- ix. Any violation/ missing document as required in Eligibility Criteria Above
- x. Any violation/ non submission of documents as required in Clause-06 above





## 9. REQUEST FOR PROPOSAL

The Respondent is expected to examine all the instructions, guidelines, terms and conditions and formats in the RFP. Failure to furnish all the necessary information as required by the RFP on submission of a proposal not substantially responsive to all the aspects of the RFP, shall be at Respondent's own risk and may be liable for rejection. When Respondents receive the RFP, and if they can meet the requirements of the RFP and the commercial and requirements of this RFP, they should make arrangements necessary to prepare a responsive proposal

If the Respondents find in the RFP documents - especially in the selection procedure and evaluation criteria - any ambiguity, omission or internal contradiction, or any feature that is unclear or that appears discriminatory or restrictive, they should seek clarification from State Life well in advance. However, no relaxation or exemption shall be provided to the respondent on any term or condition of the RFP for reasons of non-receipt of any clarification.

Once proposals are received and opened, respondents shall not be permitted to change the proposal. Non-compliance with Eligibility criteria will result in rejection of the proposal.

## 10. PRE-PROPOSAL QUERIES

The prospective Respondent, requiring any clarification on RFP may contact State Life and seek required clarification. However, no relaxation or exemption shall be provided to the respondent on any term or condition of the RFP for reasons of non-receipt of any clarification.

## 11. PREPARATION OF PROPOSAL

The Respondent shall comply with the following during preparation of the proposal:

- i. The proposal and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the proposal
- ii. The proposal may be typed or handwritten and must be signed by the Respondent or duly authorized person(s) to bind the Respondent to the contract. The letter of authorization shall be indicated by written power of attorney or authority letter and shall accompany the proposal.
- iii. Proposals received by any other media/ form except EPADs shall be treated as defective, invalid and rejected. Only detailed complete proposals in the form indicated above received prior to the closing time and date of the proposals shall be taken as valid





- iv. All expenses related to participation in this tender document shall be borne by the respondents
- v. Respondents are not permitted to modify, substitute, or withdraw proposals after its submission
- vi. All the pages of the proposals should be signed by the authorized person(s) and should conform strictly to the formats and procedures laid down in this RFP

## **12. SUBMISSION OF PROPOSALS**

Respondent shall submit responses via EPADs as per Single Stage One Envelope Procedure

## **13. DEADLINE FOR SUBMISSION OF PROPOSALS**

Proposals from Respondents, complete in all respects must be submitted via EPADs as per schedule notified above

## **14. LIST OF DOCUMENTS SUBMITTED AS PART OF PROPOSAL**

- i. Cover letter on respondent's official letter (format is attached as Annex-A)
- ii. Bidders must provide detailed specifications and pictures where applicable of quoted products
- iii. Relevant verifiable details as required in Clause-6 i.e., Eligibility Criteria

All the above papers should be duly signed by the authorized signatory.

### **12.2 FINANCIAL PROPOSAL**

- i. The financial proposal will be filled in **Fin -1** separately
- ii. Bidder may quote rate for all items and Lump Sum Cost will be considered
- iii. All rates will be quoted in Pakistan Rupee (rounded to the rupee amount) in words and figures inclusive of all applicable government taxes & delivery charges.
- iv. Tax exemption in any case would be subject to "Tax Exemption Certificate" issued by FBR, verifiable through online verification system of FBR
- v. The Prices mentioned in the tender will be treated as firm till the completion of Purchase Order/Contract
- vi. In case of any discrepancy/confusion/ difference between the financial proposal quoted in figures and in words, the proposal mentioned in the form of words would be considered as final and would prevail.
- vii. In case of ambiguity on financial proposal being quoted in words, the proposal will be rejected. The respondent should exercise due caution in preparing the financial proposals.





## 15. RECEIPT OF PROPOSALS

Only those proposals would be accepted that are submitted via EPADs

## 16. PROPOSAL OPENING

State Life will open all proposals including withdrawals and modifications, in public, in the presence of respondents/their authorized representatives who choose to attend, at the time, on the date and the place specified in RFP. Respondents/Representatives shall sign attendance as a proof.

## 17. BID SECURITY DEPOSIT

Bid Security amounting to **PKR 40,000/-** along with the 'Financial Proposal would be furnished by the respondent in shape of Demand Draft/Pay order in favor of "SLIC H&AI Premium Collection Account".

Bid security of successful bidder will be returned after the complete delivery and entire satisfaction of H&AI, Regional Office Islamabad. Furthermore, in case of non-delivery of required items (Specifications annexed as Annex-C) bid security will be forfeited and necessary proceedings as per PPRA Rules will be initiated

Bid security of un-successful bidders will be returned after completion of procurement proceeding as per PPRA Rules.

## 18. OWNERSHIP OF DATA/INFORMATION

All information processed, stored, or transmitted by Service Provider's equipment belongs to State Life. By having the responsibility to maintain the equipment, the Service Provider does not acquire implicit access rights to the information or rights to redistribute the information. The Service Provider understands that civil, criminal, or administrative penalties may apply for failure to protect information appropriately.

## 19. LIQUIDATED DAMAGES:

Time is the essence of contract. Bidders are advised to strictly adhere to timeline communicated by H&AI, Regional Office, Islamabad. In case of delay, the H&AI, Regional Office, Islamabad reserves the right to impose a penalty not exceeding 10% of the total amount of the contract at the rate of 1% of the bill for each week of delay.

If the work is not executed according to the satisfaction of the H&AI, we reserve the right to reject it altogether or impose a penalty not exceeding 10% of the contract amount





## Section III: Scope of Work

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### 1. BACKGROUND

State Life Health Insurance is implementing Sehat Sahulat Program. As part of this program, beneficiaries are provided health care facilities. State Life considers use of technology as a valuable tool to improve overall readiness and efficiency of system.

Therefore, to increase efficiency, timeliness and real time processing, H&AI, Regional Office, Islamabad intends to purchase IT Equipment (Quantity is mentioned in **FIN-1** while specifications are annexed as Annex-C).

### 2. GOAL

To make system efficient, easily accessible with better storage capability

### 3. REQUIRED ACTIVITIES

The activities that Service Providers will have to perform are as follows:

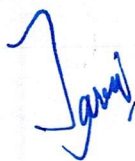
**Activity 1:** Supply of IT Equipment as per quantity (mentioned in FIN-1) and specification provided as Annex-C at designated locations

**Activity 2:** Provision of relevant Warranty Information

**Activity 3:** Providing Coordination and Support in case of warranty claim

### 4. RESPONSIBILITIES OF SERVICE PROVIDER

- I. Provide onsite Warranty/Services for the equipment and Software and Bidder shall ensure that all equipment (items) and its parts supply to H&AI, Islamabad are new (non-refurbished and free from any sort of defects for the warranty period)
- II. Must ensure timely response to queries raised by H&AI from time to time
- III. Bidder must provide licensed softwares, drivers etc
- IV. Must ensure delivery of defected parts after necessary maintenance within 24 hours. In case of any delay in delivery time, it must be communicated
- V. Must provide hardware warranty as per applicable company/manufacturer standards and verifiable documents must be furnished in this regard
- VI. Must adhere to specifications outlined as Annexure-C and must ensure supply of same equipment model as required or a model with higher specifications
- VII. Bidder must take into account that actual quantity may increase/ decrease
- VIII. Must deliver equipment as per specifications (Annexure-C) and also in compliance with International Standards. Furthermore, the service provider





must ensure that the delivery at designated location should be as per schedule

- IX. Bidder must quote product considering all factors as no request of bidder under any circumstances regarding supply of alternate equipment will be entertained
- X. Bidder must also quote rate for Bag and Protector for screen

## 5. PAYMENT SCHEDULE

All payments shall be made in Pak Rupees and subject to following conditions:

- A. Upon submission of invoice by supplier against requisite items as required by RFP, all payments will be made within **30 (Thirty)** days subject to fulfillment of quality standards set out as per specifications (Annexed as Annex-C)
- B. No payment shall be made in advance to the selected bidder as mobilization advance
- C. Payment shall be subject to deduction of all applicable government taxes
- D. H&AI shall have the right to return any Requisite Item not meeting the quality requirements or in case it does not comply with the samples provided by the Supplier.





## FIN- 1: FINANCIAL PROPOSAL

Sr. No	ITEM	MINIMUM SPECIFICATIONS	A QTY	B COST PER ITEM INCLUSIVE OF ALL APPLICABLE TAXES (PKR)	TOTAL COST INCLUSIVE OF ALL APPLICABLE TAXES (PKR) C=A*B IN FIGURES	TOTAL COST INCLUSIVE OF ALL APPLICABLE TAXES (PKR) C=A*B IN WORDS
1	MACBOOK AIR M2	AS PER SPECIFICATIONS ANNEXED AS ANNEX-C	02			
2	BAG AND SCREEN PROCTECTOR	AS PER SPECIFICATIONS ANNEXED AS ANNEX-C	02			
TOTAL COST IN PKR IN FIGURES						
TOTAL COST IN WORDS						

### NOTE:

- A. The Above quoted prices must be inclusive of all applicable duties/taxes, packing, octroi and delivery charges at desgated location
- B. Vendor must quote rate for both items
- C. Overall/Lump Sum lowest rate will be considered
- D. Overwriting/ cutting isnt allowed however if done must be initialed
- E. Rate should be inclusive of all applicable tax or cess





**ANNEX-A:**  
**COVERING LETTER FOR HIRING SERVICES OF**  
**SERVICE PROVIDER**

(On Respondent's letterhead)

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

Proposal Reference No. xx/2025

**Departmental Head Admin and HR/ Incharge CPD**  
Central Procurement Department, 3<sup>rd</sup> Floor, State Life Tower,  
Jinnah Avenue, Islamabad

**Subject: Proposal for Supply/Purchase of IT Equipment for Specialized Software Development**

Dear Sir,

1. Having examined the RFP, we / I, the undersigned, offer to submit a proposal for the Hiring of Services for activities to be undertaken under RFP, in full conformity with the said RFP.
2. We / I have read the terms and conditions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
3. We / I agree to abide by this proposal, consisting of this letter, technical and financial proposal and all attachments, for a period of **120** days from the date fixed for submission of proposal as stipulated in the RFP.
4. Until the formal agreement is prepared and executed between the parties, this proposal, together with your written acceptance of the proposal and your notification of award, shall constitute a binding agreement between us.
5. We / I hereby declare that all the information and statements made in this proposal are true, correct and acceptable. Any misinterpretation contained in it may lead to our disqualification.
6. We / I understand State Life is not bound to accept any proposal it receive.
7. We / I confirm that our authorized representative has signed all pages of this proposal as acceptance of all conditions of RFP. All documents attached along with our proposals have also been signed by our authorized representative as an attestation of their authenticity. The financial proposal has been prepared separately as desired and duly signed.
8. We / I am submitting herewith a demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ in favor of STATE LIFE INSURANCE CORPORATION OF PAKISTAN as bid security deposit





9. The letter of authorization by the competent authority is also attached herewith.

10. We / I undertake to engage eligible experts/ skilled workers as per requirements outline in SOW

Dated this [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this proposal for and on behalf of [Name of Respondent]

Name & Address of Firm

Affix rubber stamp

Email/Fax No.

Income Tax Certificate

Return Submitted



*[Handwritten signature]*



**List Previous Experience of Similar Nature of Works in Last Three Years**

**Note:** Relevant proofs are required as well. Work completed means all work that has been completed before opening date of the current tender



## **ANNEX-B: UNDERTAKING**

SUBJECT: **UNDERTAKING REGARDING EQUIPMENT QUOTED FOR SUBJECT  
PROCUREMENT**

I hereby solemnly declare that the equipment quoted by me in response to "Tender for Purchase/ Supply of IT Equipment for Specialized Software Development" has following characteristics:

- a. Quoted Equipment has local market foot prints
- b. Quoted Equipment is brand new and has necessary warranty documents
- c. Quoted Equipment is non furbrished and has not been brought through any illegal/ gray channel
- d. Quoted Equipment has relevant service center in major cities of Pakistan
- e. Quoted Equipment has all necessary accessories i.e. Charger
- f. Quoted Equipment is free from any OR Condition

In case of non compliance of any above clause I will personally be held responsible and necessary action as per PPRA Rules must be initiated against me

***Note: To be furnished on a Stamp Paper of Worth PKR. 50***



*[Handwritten signature]*



## ANNEX-C: PROPOSED SPECIFICATIONS OF EQUIPMENT

### Apple MacBook Air 13" M2

Sr. No	Feature/ Specifications	Particular
1.	Brand	Apple
2.	Generation	Apple M2 Chip
3.	Processor Type	Apple M2 Chip
4.	Processor Speed	Apple M2 Chip 8-cores CPU with 4 performance cores and 4 efficiency cores - 8-core GPU 16-core Neural Engine 100GB/s memory bandwidth
5.	Installed RAM	08GB
6.	Type of memory	08 GB Unified Memory
7.	Hard drive size	256 GB SSD
8.	Optical Drive	No
9.	SSD	256 GB SSD
10.	Type of harddrive	Solid State Drive
11.	Graphic Series	8 - Core GPU
12.	Dedicated graphics	No
13.	Graphics memory	Apple M2 8-core Graphics
14.	Type of graphics memory	Shared
15.	Switchable graphics	No
16.	Graphics processor	Integrated
17.	Backlight	No
18.	Screen size	13.6" IPS Liquid Retina Display
19.	Screen surface	13.6-inch (diagonal) LED-backlit display with IPS technology; 2560-by-1664 native resolution at 224 pixels per inch with support for 1 billion colors 500 nits brightness Wide color (P3) True Tone technology
20.	Screen resolution	2560-by-1664 native resolution
21.	Touchscreen	No
22.	Color	Space Gray
23.	RAM	8 GB
24.	Operating System	MAC OS
25.	Weight	2.7 pounds (1.24 kg)
26.	Fingerprint Reader	Touch ID
27.	Numeric keyboard	No
28.	Backlit keyboard	Backlit Magic Keyboard with: 78 (U.S.) or 79 (ISO) keys including 12 full-height function keys and 4 arrow keys in an inverted-T arrangement Touch ID Ambient light sensor Force Touch trackpad
29.	Bluetooth	Bluetooth 5.0 wireless technology
30.	LAN	No
31.	Wireless/Wifi	Yes
32.	Type	802.11ax Wi-Fi 6 wireless networking IEEE 802.11a/b/g/n/ac compatible
33.	Condition	New



*[Handwritten Signature]*

34.	USB	Two Thunderbolt / USB 4 ports with support for: Charging DisplayPort Thunderbolt 3 (up to 40Gb/s) USB 4 (up to 40Gb/s) USB 3.1 Gen 2 (up to 10Gb/s)
35.	HDMI	No
36.	Camera	1080p FaceTime HD camera
37.	Operating system (Primary)	macOS
38.	Warranty	International



*Jan*