

## STANDARD FORMS

|                     |                                          |
|---------------------|------------------------------------------|
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**TECH FORM 1**  
**Technical Proposal Submission Form**  
[Location, Date]

To

Project Director

Strengthening of Ministry of Planning, Development & Reforms in IT Project,

Ministry of Planning, Development & Special Initiatives (MoPD&SI), Islamabad

Dear Sir,

Reference Bid No. \_\_\_\_\_ (as in Clause 2.1 of ITB), we, the undersigned, offer to provide the *Items/ Equipment* in accordance with your Bidding Document dated \_\_\_\_\_ (insert date) and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide/ supply of items related to the assignment as per the required specifications and in the duration specified in the Bidding Document. Furthermore, we also assure of providing after sales service, onsite support and spare parts for supplied equipment as per requirements mentioned in this Bidding Document.

We also confirm that the Government of Pakistan / Provincial Government have not declared us ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Bid Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

\_\_\_\_\_

**TECH FORM 2**  
**BID COVER SHEET**

Bid Ref. No.-----

Date-----

Name of the Supplier/Firm/ Contractor: -----

-----

Address: -----

-

-----

E-mail:-----

Phone:-----

Facsimile:-----

Bid Security attached with Financial Bid

YES

NO

Bid for:

: All Items mentioned in the Schedule of Requirements

| S. No. | Name of the Item |
|--------|------------------|
|        |                  |
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|        |                  |

Signed:

Dated:

Official Stamp:

## TECH FORM 3

### AFFIDAVIT

I/We, the undersigned solemnly state that:

- 1) We have read the contents of the Bidding Document and have fully understood it.
- 2) The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
- 3) The Goods that we propose to supply under this contract are eligible goods within the meaning of Clause 6 of the ITB.
- 4) The undersigned are also eligible Bidders within the meaning of Clause 4 and 35 of the ITB of the Bidding Documents.
- 5) The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
- 6) The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.
- 7) The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
- 8) The undersigned has no dispute anywhere in the country regarding supplies.
- 9) The undersigned agree to give warranty with repair and parts for 01 year.

We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signed

**Note: The affidavit must be on judicial stamp paper of Rs. 50/- by the Executive of the Firm & attested by Oath Commissioner.**

## TECH FORM 4

Name of the Firm Bid

Reference No:

Date of opening of Bid.

Documentary Evidence: Eligibility of the Bidders and Goods

| Required Documentation                                                                                                                                                                                                                                                                                                                                                                  | Checklist<br><br>(To be initialed by the Bidder against each document) | Relevant Page Number in the Bid<br><br>(To be filled by the Bidder) | Supporting Documents<br><br>(To be filled by the Bidder with name of the documents that are submitted to meet the requirement) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Column:1                                                                                                                                                                                                                                                                                                                                                                                | Column:2                                                               | Column:3                                                            | Column:4                                                                                                                       |
| Covering Letter on Company Letterhead along with assurance that: <ul style="list-style-type: none"> <li>goods/ equipment/ services offered comply to the technical specifications in this Bidding Document; and,</li> <li>after sales service, onsite support and spare parts for supplied equipment will be provided as per requirements mentioned in this Bidding Document</li> </ul> |                                                                        |                                                                     |                                                                                                                                |
| Letter of Manufacturer's authorization                                                                                                                                                                                                                                                                                                                                                  |                                                                        |                                                                     |                                                                                                                                |
| Partnership Deed (where applicable)                                                                                                                                                                                                                                                                                                                                                     |                                                                        |                                                                     |                                                                                                                                |
| NTN Certificate                                                                                                                                                                                                                                                                                                                                                                         |                                                                        |                                                                     |                                                                                                                                |
| GST Certificate                                                                                                                                                                                                                                                                                                                                                                         |                                                                        |                                                                     |                                                                                                                                |
| Affidavit (Non-Black Listed)                                                                                                                                                                                                                                                                                                                                                            |                                                                        |                                                                     |                                                                                                                                |
| Audit Financial Reports                                                                                                                                                                                                                                                                                                                                                                 |                                                                        |                                                                     |                                                                                                                                |

\_\_\_\_\_

## TECH FORM 5

### MANUFACTURER / DISTRIBUTOR'S/RESELLER AUTHORISATION<sup>1</sup>

**To: [Name &Address of the Procuring Agency]**

WHEREAS [name of the Manufacturer] who are established, reputable & successful in bidding process [name and/or description of the goods] having factories at [address of factory] do hereby authorize [name and address of Supplier/ Agent] to submit a bid, and subsequently negotiate and sign the Contract with you against the Invitation for Bids (IFB) No. [Reference of the Invitation to Bid] for the goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 12 of the Instructions to the Bidders (ITB) Terms & Conditions for the goods offered for supply by the above firm against this Invitation for Bids.

Signature: -----

Designation: -----

Official Stamp: -----

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<sup>1</sup> This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent to do so. It should be included by the Bidder in its bid.

**TECH FORM 6**  
**Integrity Pact**  
**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.**  
**PAYABLE BY THE SUPPLIES OF GOODS, SERVICES & WORKS IN**  
**CONTRACTS WORTH RS.10.000-MILLION OR MORE**

Contract Number: \_\_\_\_\_  
Contract Value: \_\_\_\_\_ Contract  
Title: \_\_\_\_\_

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

\_\_\_\_\_ (Name of Supplier) hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivisions or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing \_\_\_\_\_ (Name of Supplier) represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

\_\_\_\_\_ (Name of Supplier) certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

\_\_\_\_\_ (Name of Supplier) accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, \_\_\_\_\_ (Name of Supplier) agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by \_\_\_\_\_ (Name of Supplier) as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

\_\_\_\_\_  
(Buyer)

\_\_\_\_\_  
(Seller/ Supplier)

## TECH FORM 7

### **Format for Summary of Similar Contracts/ Projects (Completed & Ongoing)**

Name of Firm/ Bidder: \_\_\_\_\_

| S<br># | Name of<br>Contract/<br>Projects | Client's<br>Name | Location/ Provi<br>nce/Country | Contract<br>Cost<br>(Rs. In<br>Million) | Contract/ Project<br>Duration |                     | Completed<br>as         | Addition<br>al<br>Informa<br>tion<br>(if any) | Remarks |
|--------|----------------------------------|------------------|--------------------------------|-----------------------------------------|-------------------------------|---------------------|-------------------------|-----------------------------------------------|---------|
|        |                                  |                  |                                |                                         | Start<br>Date                 | Completi<br>on Date | Single<br>Firm or<br>JV |                                               |         |
| 1      | 2                                | 3                | 4                              | 5                                       | 6                             | 7                   | 8                       | 9                                             | 10      |
|        |                                  |                  |                                |                                         |                               |                     |                         |                                               |         |
|        |                                  |                  |                                |                                         |                               |                     |                         |                                               |         |

## TECH FORM 8

### **FORMAT FOR CV-ONE PAGER (TECHNICAL RESOURCES)**

|                    |  |
|--------------------|--|
| <b>Name</b>        |  |
| <b>Designation</b> |  |

#### **Education**

| <b>Degree</b> | <b>Year</b> | <b>Institution Name</b> | <b>Subject</b> |
|---------------|-------------|-------------------------|----------------|
|               |             |                         |                |

#### **Certifications/ Trainings:**

- 1.
- 2.

#### **Experience:**

o **Total IT Experience (Years):**

\_\_\_\_\_ o **Details of IT Experience:**

| <b>Company Name</b> | <b>Designation / Position</b> | <b>Experience Years / Months</b> |
|---------------------|-------------------------------|----------------------------------|
|                     |                               |                                  |