

Khyber Pakhtunkhwa Health Care Commission

Government of Khyber Pakhtunkhwa



## **STANDARD BIDDING DOCUMENT**

“Procurement of Laptops and Photocopier Machine”

SINGLE STAGE – SINGLE ENVELOPE

EPADS

2026

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# **Request for Proposal**

## **Request for Procurement of Laptops and Photocopier Machine**

The Khyber Pakhtunkhwa Health Care Commission (KP HCC) invites sealed bids from reputed registered companies/firms/individual proprietors for procurement of laptops and photocopier machine under the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (**KPPRA**) **Rules 2014 Single Stage - Single Envelope**.

Interested eligible bidders may download the Standard Bidding Document (SBD), containing details of the required specifications, terms and conditions, from the official website of the Khyber Pakhtunkhwa Health Care Commission ([hcc.kp.gov.pk](http://hcc.kp.gov.pk)), KPPRA website and EPADS portal. Bidders shall provide documentary evidence demonstrating their capacity and capability to supply the required goods in accordance with the specifications, terms and conditions specified in the bidding documents.

All the bidder must submit their bid on EPAD System, by or before **11:00 AM** on **21/09/2026**, The Proposal will be opened at **11:30 AM** on **21/09/2026**, on the same date.

The Commission reserves the right to accept or reject any or all the bids or cancel the procurement process under the Khyber Pakhtunkhwa Public Procurement Rules, 2014.

### **Director Operations**

Khyber Pakhtunkhwa Health Care Commission

Opposite Pak-Turk School, Phase-5

Hayatabad, Peshawar

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## **Procurement of Laptops and Photocopier Machine**

|                                 |                                            |
|---------------------------------|--------------------------------------------|
| <b>Procuring Request:</b>       | Khyber Pakhtunkhwa Health Care Commission. |
| <b>Address:</b>                 | Sector B-3, Phase V, Hayatabad, Peshawar   |
| <b>Contact:</b>                 | Phone# +92-91-9217013-14                   |
| <b>Issued on:</b>               | <b>03/09/2026</b>                          |
| <b>Last Date of Submission:</b> | <b>21/09/2026 (11:00 AM)</b>               |
| <b>Pre Bid Meeting</b>          | <b>14/09/2026 (11:00 AM)</b>               |
| <b>Bid Opening:</b>             | <b>21/09/2026 (11:30 AM)</b>               |
| <b>Method of Procurement:</b>   | <b>Single Stage - Single Envelope</b>      |

## **PART-1: INSTRUCTIONS TO THE BIDDERS**

### **1. Introduction:**

The Khyber Pakhtunkhwa Health Care Commission (KP HCC) is a statutory body established under the Khyber Pakhtunkhwa Health Care Commission Act, 2015. It is responsible for regulating healthcare services, ensuring quality and patient safety, and preventing quackery and other malpractices in the healthcare system of Khyber Pakhtunkhwa.

### **2. Instructions to Bidders:**

Bidders shall carefully read and comply with all the instructions, requirements, specifications, terms and conditions specified below in the bidding document.

- a) The bidding procedure shall be governed by the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services (KPPRA) Rules, 2014, and the applicable Standard Bidding Documents.
- b) Bids shall be opened on 21/09/2026 at 11:30 AM by the Purchase Committee in the presence of bidders or their authorized representatives who may choose to attend.
- c) Bidders may submit bids for any one or more of the following categories/items, either individually or in combination: Category 1 – Laptops, Category 2 – Laptops, and Photocopier Machine.
- d) Bids shall be evaluated separately for each category/item, and a comparative statement shall be prepared accordingly. A bidder may be awarded one or more categories/items, including all categories/items for which it has submitted a bid, subject to meeting the specified requirements and being determined as the lowest evaluated responsive bidder for the respective category/item.
- e) The original Call Deposit Receipt (CDR) shall be submitted in a sealed envelope before the prescribed bid submission deadline. Any CDR received after the stipulated deadline shall not be accepted, and the bid shall be treated as non-responsive.
- f) All prices shall be quoted in Pakistani Rupees (PKR) and shall include all applicable taxes. If not otherwise specified, quoted prices shall be deemed inclusive of all applicable taxes.
- g) Bidders are required to provide correct and latest postal/email/web addresses, and phone/mobile/fax numbers for active and timely communication.
- h) A pre-bid meeting shall be held on 14/09/2026 at 11:00AM at KP HCC office to provide prospective bidders an opportunity to seek clarification regarding the bidding documents, specifications, terms, and conditions.
- i) Any bid not received as per the terms and conditions laid down in this document are liable to be ignored/disqualified and shall be declared non-responsive. No offer shall be considered if:
  - (i) Received without Bid Security money (CDR etc.)
  - (ii) CDR is received after the date and time fixed for its receipt.
  - (iii) The tender document and the bid are unsigned (on every page).
  - (iv) The offer is ambiguous.
  - (v) The offer is conditional i.e., advance payment, or currency fluctuations, etc.

- (vi) The offer is from the blacklisted company/firm in any Federal/Provincial Govt. Department.
- j) Only typed tender on the original prescribing letter pad, sealed & signed (Every Page) should be submitted, the quoted price must be printed and the handwritten quoted price will not be acceptable. The tender must be according to the specifications of KP HCC; alternate rates will not be acceptable.
  - k) Usage of correction fluid & corrections are strictly prohibited.
  - l) Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own.
  - m) In case of a tie between two or more bidders quoting the same lowest evaluated price, only those tied bidders shall be invited to submit revised bids. The contract shall be awarded to the bidder offering the lowest evaluated price in the revised bidding.
  - n) Any direct or indirect effort by a bidder to influence the Commission in the evaluation, comparison, or award of the contract shall result in rejection of the bidder's bid and may lead to disqualification from future procurement processes of KP HCC, in accordance with the KPPRA Rules, 2014.
  - o) A bidder may withdraw its bid before the deadline for submission of bids. No bid may be withdrawn after the submission deadline during the specified bid validity period. Withdrawal during this period may result in forfeiture of the bid security, in accordance with the applicable KPPRA Procurement Rules and bidding documents.

## **PART 2 SCOPE OF WORK**

The supplier shall provide the following items in accordance with the specified technical specifications and requirements:

### **a) Laptops and Photocopier Machine:**

| No. | Description         | Qty | Quoted Price | GST | Total |
|-----|---------------------|-----|--------------|-----|-------|
| 01. | Category 1 Laptops  | 04  |              |     |       |
| 02. | Category 2 Laptops  | 02  |              |     |       |
| 03. | Photocopier Machine | 01  |              |     |       |

### **b) Specifications and Requirements for Laptops:**

The following are the specification and requirements for Category 1 and 2.

#### **i) Category 1 Laptops:**

| Specification    | Minimum Requirement                                                                                                                                   |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quantity         | 04 Units                                                                                                                                              |
| Form Factor      | Business Class Notebook                                                                                                                               |
| Processor        | Intel® Core™ i5, 12th Generation (Core i5-1235U or higher), 10 Cores, 12 Threads, Minimum 12 MB Smart Cache, Turbo Frequency up to 4.40 GHz or higher |
| Operating System | Genuine OEM Windows 11 Pro 64-bit (pre-installed)                                                                                                     |

| Specification   | Minimum Requirement                                                                                                         |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------|
| Memory          | Minimum 16 GB DDR4/DDR5, expandable to at least 32 GB                                                                       |
| Storage         | Minimum 512 GB PCIe NVMe SSD                                                                                                |
| Graphics        | Intel® Iris® Xe Graphics or equivalent integrated graphics                                                                  |
| Display         | Maximum 14.0-inch, Full HD (1920 × 1080), IPS, Anti-Glare LED Backlit                                                       |
| Camera          | Full HD (1080p) Webcam with Privacy Shutter                                                                                 |
| Audio           | Integrated Stereo Speakers and Dual Digital Microphones                                                                     |
| Wireless        | Wi-Fi 6 (802.11ax) and Bluetooth 5.2 or later                                                                               |
| LAN             | Integrated Gigabit Ethernet (RJ-45) or OEM adapter                                                                          |
| Ports           | Minimum: 2 × USB Type-A, 1 × USB Type-C (Power Delivery & DisplayPort preferred), 1 × HDMI, 1 × RJ-45, 1 × Audio Combo Jack |
| Keyboard        | Spill-resistant, Full-size, Backlit Keyboard                                                                                |
| Pointing Device | Precision Multi-touch Touchpad                                                                                              |
| Security        | TPM 2.0, Secure Boot, BIOS Password Protection                                                                              |
| Battery         | Minimum 45 Wh with Fast Charging                                                                                            |
| Weight          | Maximum 1.50 kg                                                                                                             |
| Accessories     | Original Carrying Bag and USB Optical Mouse (same brand or OEM approved)                                                    |
| Warranty        | Minimum 03 Years Comprehensive On-site OEM Warranty                                                                         |

**ii) Category 2 Laptops:**

| Specification    | Minimum Requirement                                                                                                                                   |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Quantity         | 02 Units                                                                                                                                              |
| Form Factor      | Premium Business Class Notebook                                                                                                                       |
| Processor        | Intel® Core™ i5, 13th Generation (Core i5-1335U or higher), 10 Cores, 12 Threads, Minimum 12 MB Smart Cache, Turbo Frequency up to 4.60 GHz or higher |
| Operating System | Genuine OEM Windows 11 Pro 64-bit                                                                                                                     |
| Memory           | Minimum 32 GB DDR4/DDR5, expandable to at least 64 GB                                                                                                 |
| Storage          | Minimum 1 TB PCIe Gen4 NVMe SSD                                                                                                                       |
| Graphics         | Intel® Iris® Xe Graphics or equivalent                                                                                                                |
| Display          | Maximum 14.0-inch, Full HD (1920 × 1080), IPS, Anti-Glare, Minimum 300 nits Brightness                                                                |
| Camera           | Full HD (1080p) Webcam with Privacy Shutter                                                                                                           |
| Audio            | Integrated Stereo Speakers with Dual Array Microphones                                                                                                |

| Specification   | Minimum Requirement                                                                                   |
|-----------------|-------------------------------------------------------------------------------------------------------|
| Wireless        | Wi-Fi 6E and Bluetooth 5.3 or later                                                                   |
| LAN             | Integrated Gigabit Ethernet (RJ-45) or OEM adapter                                                    |
| Ports           | Minimum: 2 × USB Type-A, 2 × USB Type-C (Thunderbolt 4/USB4 preferred), HDMI, RJ-45, Audio Combo Jack |
| Keyboard        | Spill-resistant Backlit Keyboard                                                                      |
| Pointing Device | Precision Multi-touch Touchpad                                                                        |
| Security        | TPM 2.0, Fingerprint Reader, Secure Boot, BIOS Security                                               |
| Battery         | Minimum 50 Wh with Fast Charging                                                                      |
| Weight          | Maximum 1.50 kg                                                                                       |
| Accessories     | Original Carrying Bag and Wireless/USB Optical Mouse                                                  |
| Warranty        | Minimum 03 Years Comprehensive On-site OEM Warranty                                                   |

iii) **Specifications and Requirements for Photocopier Machine:**

| Specification         | Minimum Requirement                                        |
|-----------------------|------------------------------------------------------------|
| Machine Type          | A3 Monochrome Digital Laser Multifunction Device           |
| Functions             | Print, Copy, Scan, Network Scan/Email (Fax Optional)       |
| Control Panel         | Minimum 7-inch Colour Touch LCD                            |
| Processor / Memory    | Multi-core Processor with Minimum 2 GB RAM                 |
| Storage               | Minimum 64 GB eMMC/SSD                                     |
| Warm-up Time          | Maximum 20 Seconds                                         |
| Print/Copy Speed      | Minimum 25 ppm (A4) and 15 ppm (A3)                        |
| Print/Copy Resolution | Minimum 600 × 600 dpi                                      |
| First Copy Out Time   | Maximum 8 Seconds                                          |
| Duplex                | Standard Automatic Duplex Printing/Copying                 |
| Paper Capacity        | Minimum 1,200 Sheets, Expandable to 2,000 Sheets or Higher |
| Output Capacity       | Minimum 250 Sheets                                         |
| Paper Sizes           | A3, A4, A5, B4, B5, Letter, Legal, Custom Sizes            |
| Paper Weight          | 52–300 gsm                                                 |
| Document Feeder       | Duplex Automatic Document Feeder (DADF), Minimum 50 Sheets |
| Scan Resolution       | Up to 600 × 600 dpi                                        |
| Scan Speed            | Minimum 35 ipm                                             |
| Scan Destinations     | E-mail, SMB, FTP, USB, Network Folder                      |
| File Formats          | PDF, Searchable PDF, JPEG, TIFF, XPS                       |

| Specification           | Minimum Requirement                                                                          |
|-------------------------|----------------------------------------------------------------------------------------------|
| Connectivity            | Gigabit Ethernet, USB 2.0, Wi-Fi (Built-in or Optional)                                      |
| Mobile Printing         | AirPrint, Mopria, Manufacturer Mobile Print Application                                      |
| Direct Print            | PDF, JPEG, TIFF from USB                                                                     |
| Security                | User Authentication (PIN/Card), Secure Print, Data Encryption                                |
| Power Supply            | 220–240V AC, 50/60Hz                                                                         |
| Power Consumption       | Maximum 1,500W                                                                               |
| Operating Environment   | Temperature: 10–30°C; Humidity: 20–80% RH                                                    |
| Warranty                | Minimum 03 Years Comprehensive On-site OEM Warranty                                          |
| Installation & Training | Included                                                                                     |
| Compliance              | CE/FCC/RoHS Certified, Brand New Equipment, Manufacturer Authorization Letter (MAL) Required |

## PART-3 Selection Criteria

### 1. Eligibility Criteria:

Submission of the supporting documents specified below is mandatory. Failure to submit any mandatory document shall render the bid non-responsive and liable to rejection.

- a) The bidder shall be a legally registered/incorporated firm or company in Pakistan (Valid Registration/Certificate of Incorporation to be attached).
- b) The bidder shall be registered with the Federal Board of Revenue (FBR for Income Tax and be an Active Taxpayer on the FBR Active Taxpayers List ATL valid NTN/ATL evidence to be attached).
- c) The bidder shall be registered with the Khyber Pakhtunkhwa Public Procurement Regulatory Authority (Valid KPPRA Registration Certificate to be attached).
- d) The company is not blacklisted by any Federal or Provincial Public Entity (Bidder should provide an Undertaking on stamp paper that it is not being blacklisted by any of the provincial/ Federal Governments or organizations of the state/ Federal Government of Pakistan).
- e) Bidder must submit an integrity pact on Stamp Paper duly attested by the Notary Public with the proposal.
- f) Bidder must sign and stamp each paper of this bidding document, unconditionally and attach it with the bid technical proposal.
- g) The bidder must have at least two (02) years of relevant experience in the supply of the specific item/category of goods being offered, such as laptops or printers, to public and/or private sector organizations in Pakistan.
- h) The bidder shall submit Bid Security equivalent to 2% of the total bid value in the form of a Call Deposit Receipt (CDR) in favor of the Khyber Pakhtunkhwa Health Care Commission (KP HCC)

along with the bid.

Offers having no reservations to the terms and conditions and meeting the requirements of the Statement of Requirements, specifications, and required documentation shall be declared substantially responsive. The KP HCC shall evaluate and compare the prices only of those bids determined to be substantially responsive.

## **2. Bid Security:**

- a) The bidder shall submit Bid Security equivalent to 2% of the total bid value in the form of a Call Deposit Receipt (CDR)/Deposit at Call, issued by a Scheduled Bank in Pakistan, in favor of the Khyber Pakhtunkhwa Health Care Commission, Peshawar. The Bid Security shall be submitted along with the bid. Bids not accompanied by acceptable Bid Security shall be rejected as non-responsive.
- b) Bid Security of the unsuccessful bidders shall be released as promptly as possible once the successful Bidder signs the Contract Agreement;
- c) The Bid Security of the successful bidder shall be returned after the completion of the contract.
- d) The Bid Security shall be forfeited, If a bidder withdraws his bid during the period of bid validity; or If a bidder doesn't accept the correction of his Bid Price, pursuant to Para above; or withdraws from signing contract agreement as per already spelled terms & conditions, in case of successful bidder.

## **3. Bid Validity:**

- a) The bid shall be valid up to 120 days from the date of opening of bid.
- b) Bidder's consent to an extension of the period of validity reasons shall be recorded in writing.
- c) The request and the responses thereto shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security.
- d) A Bidder granting the request will not be required nor permitted to modify its bid, except as provided in the bidding document.

## **4. Issuance of Purchase Order:**

- a) The purchase order shall be separately issued for each category/item to the substantially responsive bidder offering the lowest evaluated price for the respective category/item. A bidder may be awarded one or more categories/items for which it has submitted a bid, subject to meeting all specified requirements. KP HCC shall notify the successful bidder(s) in writing through a Letter of Acceptance/Notification of Award.
- b) No negotiation shall be permitted with any bidder. However, KP HCC may hold clarification meetings regarding the Bid Evaluation Report.
- c) The Notification of Award and its acceptance by the successful bidder shall constitute the award, and the bidder shall be bound by the terms and conditions of the bidding documents and Purchase Order.
- d) The successful bidder shall comply with the terms and conditions of the Purchase Order. In case of delay or failure to perform the required obligations within the prescribed time, liquidated damages

or any other applicable penalty shall be imposed in accordance with the terms of the Purchase Order and applicable procurement rules.

- e) In case of delay in delivery, liquidated damages may be imposed at the rate of 1% of the value of the delayed goods per day, subject to a maximum of 30% of the total Purchase Order value, along with forfeiture of the Bid Security, where applicable and in accordance with the applicable procurement rules.

**5. Acceptance of Purchase Order:**

- a) After issuance of the Notification of Award, KP HCC shall issue the Purchase Order to the successful bidder.
- b) Upon receipt of the Purchase Order, the successful bidder shall sign, date, and return an acknowledged copy to KP HCC within one (01) week of receipt.

**6. Delivery Timeline:**

The successful bidder shall deliver all awarded items within fifteen (15) days from the date of issuance of the Notification of Award.

**7. General Conditions:**

- a) Alternative bids shall not be considered and shall be rejected by the Commission.
- b) At any time prior to the deadline for submission of bids, KP HCC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing an amendment.
- c) If a bid is not substantially responsive, it will be rejected by the Commission and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
- d) This bid document shall prevail over the company's own standard terms and conditions. These terms and conditions and guidelines shall be considered as rules. Any clause mentioned in the agreement or policy contrary to this document shall be invalid.
- e) KP HCC may accept or reject any or all bids as per KPPRA Rules 2014 as well as subsequent amendments made thereon.
- f) Liquidated Damages/penalties shall be applicable at the prescribed rates mentioned in the document in case of delays in delivery of items.
- g) **All bidders shall upload all requirements on EPAD system (mandatory) and alongside submit a hard copy of proposal for record purposes (mandatory). Evaluation of bids shall be performed on bids received through EPADS only.**
- h) Decision made by Principal Accounting Officer shall be considered final.

**Note:**

Failure to comply with these instructions may result in disqualification & unsuccessful bidder title. It is the responsibility of the bidder to ensure that the proposal is received by KP HCC, on or before the date and time specified above. **KP HCC will not bear any cost related to the submission of this RFP.**

**For Further Quarries please contact**  
**Procurement officer.**  
**Khyber Pakhtunkhwa Health Care Commission**  
**Sector B-3, Phase 5,**  
**Hayatabad Peshawar**  
**Phone No: 091-9217013**  
**Email: [procurement.hcc@kp.gov.pk](mailto:procurement.hcc@kp.gov.pk)**