



Ministry of Information Technology & Telecom
Government of Pakistan



Tender

Supply & Installation of Video Podcast Equipment

IGNITE/PodcastEquipment/2025 -26/0004/Proc.

Date: September 02, 2025

IGNITE

Ministry of Information Technology & Telecom
Government of Pakistan

**IGNITE National Fund, 3rd Floor, TF Complex, & Mauve Area G-9/4,
Islamabad**

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PART A – DEFINITIONS, INSTRUCTIONS & INFORMATION FOR BIDDERS

1 Mandatory Eligibility Criteria Checklist

Before the bidders submit their proposals within the stipulated time mentioned in this Request for Proposal document, bidders are required to make sure that following mandatory requirements of this TENDER document are fulfilled. **These requirements must be furnished at the time of submission of Proposal. Non-submission of any one of the following applicable requirements shall result in disqualification:**

#	Mandatory Eligibility Criteria Checklist	Mark ✓ / ✗
1.	Proof of NTN Certificate	
2.	Proof of Sales Tax Certificate	
3.	Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Government, Semi-Government, Private, Autonomous body or any other international organization. <u>To be provided in original at the time of bid opening.</u>	
4.	Original affidavit (not older than one month) on Stamp Paper(s) of worth Rs.100 or more that the bidder is an active tax payer and has submitted its tax return for the preceding fiscal year. Tax payer list serial number (downloadable from FBR's website) is also to be mentioned. <u>To be provided in original at the time of bid opening.</u>	
5.	<u>Electronic Proposal “Supply & Installation of Video Podcast Equipment)”</u>	
6.	BID Security of <u>PKR 100,000/- to be provided in original to the company at the time of bid opening.</u> Submission on EPADs will not be accepted if bid security in original is not provided at the time of bid opening. <i>Bid security of successful bidder will be retained as part of retention Money. Bid Security of un-successful bidder will be returned on issuing of Work Order to successful bidder.</i>	

7.	It is mandatory for bidders to submit their proposal on EPADs https://eprocure.gov.pk	
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Note: Note: Bidders are required to submit filled, signed & stamped copy of the above checklist along with the Proposal. All of the supporting documents of the mandatory eligibility criteria shall be attached with checklist in same section of the technical proposal. Requirement No. 3 & 4 above, are required to be submitted on separate stamp papers.

2 Definitions

This is Request for Proposal, unless the context provides otherwise:

- a. **“Agreement”** means “an agreement concluded between Company and the Successful Bidder”.
- b. **“Board”** means the Board of Directors of the Ignite.
- c. **“Bidder”** means “any company/firm who has responded to this TENDER by submitting a formal proposal/bid.
- d. **“Company”** means Ignite registered under Section 42 of the Companies Ordinance, 1984, with its office at 3rd Floor, T.F. Complex, Plot # 7, Mauve Area, G-9/4, Islamabad, Pakistan.”
- e. **“Date of Issue”** means “the date on which this TENDER is issued by Company to solicit bids from potential bidders for Organizational Transformation.”
- f. **“Day”** means calendar day.
- g. **“Regular Staff”** means “permanent/full time staff employed by the successful bidder to perform the services or any part thereof”.
- h. **“Request for Proposal (TENDER)”** means set of documents prepared by the Ignite, to solicit proposal, which consists of definition, instructions for bidders, ToR, evaluation criteria, forms for providing information and draft contract.
- i. **“Scope of Work”** means “the description of formal work activities under this TENDER to be completed by the Successful Bidder in accordance with the Contract signed between Successful Bidder and the Company.”
- j. **“Successful Bidder/Service Provider”** means “a bidder who has been awarded the contract pursuant to this TENDER and who shall be responsible to complete assignments as enlisted in the Scope of Work and further quantified under the Scope of Work”.
- k. **“Terms of Reference”** (ToR) means that part of Bidding Document which explains the scope of work, activities, tasks to be performed, evaluation criteria, respective responsibilities of the bidder as well as expected results and deliverables of the assignment.

IGNITE (The Company)

Ignite, hereafter referred to as the “Company” has been incorporated with the Securities and Exchange Commission of Pakistan (SECP) under Section 42 of the repealed Company Ordinance 1984 (now Companies Act, 2017) by the Ministry of IT & Telecom, Government of Pakistan. The Company is mandated to fund research and development in Information and Communication Technology (ICT), and its commercialization, with the mission to transform Pakistan’s economy into knowledge-based economy. Further information about the Company is available at <http://www.ignite.org.pk>.

3 Instructions for Bidders

This document contains all the information pertinent to our solicitation, and governs the preparation and submission of proposals. Financial forms to be filled by bidder for the assignment are annexed with this TENDER document. Proposals must be submitted by the deadline, completed on the formats provided by the Company, with supporting documents, according to the guidelines given in the document titled **Instructions & Information for Bidders**. The selection of bidder will be on lowest quoted rates.

4 Solicitation Document

4.1 Contents

The bidder is expected to examine all instructions, general conditions, forms, terms and specifications contained in the TENDER document and its annexures. Failure to comply with instructions will be at the bidder’s risk. Proposals that do not comprehensively address the scope of work/ToR and requirements may be rejected. Inability to comply with the corresponding instructions, terms and specifications may lead to rejection of proposal.

5 Preparation of Proposal

5.1 Language of the Proposal

The proposals prepared by the bidders and all correspondence and documents relating to the proposal exchanged between the bidders and the Company shall be in writing and in English Language.

5.2 Proposal Currency

All prices shall be quoted in Pak Rupees (PKR) inclusive of all taxes and all payments will be made in PKR.

5.3 **Period of Validity of Proposal**

Proposals shall remain valid for 180 days from the date of advertisement as provided in the TENDER document. In exceptional circumstances, Company may solicit the bidder's consent to an extension of the period of validity without any material changes in the bidding document.

5.4 **Cost of Preparing Proposal**

The costs of preparing the proposal, including visits for discussion with the Company are not reimbursable.

5.5 **Proposal Documents**

The bidding document in binder form with serial number of each page should comprise the following:

- i. **Mandatory Criteria Checklist**
- ii. **Bidder Profile (Form B1)**
- iii. **Firm's Experience and Competencies (Form B3)**
- iv. **General Experience of Firm (Form B4)**
- v. **Financial Proposal Submission Form (Form C1)**

5.6 **Taxes**

The quoted costs should be inclusive of all applicable (direct & indirect) taxes. The financial bid will be scored based upon the bid amount inclusive of all taxes.

5.7 **Format and signing of proposal**

The proposal shall contain no interlineations, erasures, or overwriting, except, as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by bidder's authorized person. The proposals shall be clear and elaborate. Different parts of the proposals shall be separated using color separators, flags or tags.

5.8 **Bid Security**

Bid security of **PKR. 100,000** in the form of Call Deposit/Bank Draft (refundable) drawn in favor of IGNITE- National Technology Fund (FTN/NTN: 2939308-6) is to be placed along with the mandatory documentation.

6 Submission, Receipt, and Opening of Proposal

Proposals will be accepted and evaluated using One Stage, Single Envelope Procedure.

The original proposal shall contain no interlineations or overwriting. All pages of the proposals must be numbered

The bidder's Organization Head or an authorized representative on his/her behalf shall initial and stamp all pages of the original Proposals. In case of latter, an authorization shall be provided which shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign.

The Proposal must be sent to the following address and received by the Company not later than the time and the date indicated in TENDER document:

Title/Position:	Manager Procurement
Telephone:	+92-51-910 7441-6 Ext. 135
Cell:	+92-306-199-1234
Facsimile:	+92-51-910-7447
Email address:	procurement@ignite.org.pk
Official Postal address:	Ignite 3rd Floor, TF Complex, 7 Mauve Area, G-9/4, Islamabad, Pakistan

Bidders must submit their response to the Company through EPADs before or on submission deadline mentioned in the TENDER document.

Company will not receive proposals in hard form.

Company reserves the right to accept or reject all of the proposals submitted at any time in accordance with applicable PPRA rules.

Bidders are to ensure submission of proposals on EPADS <https://eprocure.gov.pk>

Key Activities & Timeline

The tentative timeline set out herein represent the Company's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days. The approximate contract schedule is as follows:

#	ACTIVITY	TIMELINE
1	TENDER Issuance	September 02, 2025
2	Deadline for receiving queries / questions	September 05, 2025
3	Deadline for Responses	September 08, 2025
4	Proposal Submission Deadline	September 17, 2025 1500 Hours
5	Opening of Proposals (in front of bidders present at 3 rd Floor, TF Complex, Plot # 7, Mauve Area, G-9/4, Islamabad)	September 17, 2025 1530 Hours

6.1 Conflicting Relationships

The bidder (including its Personnel) or any of its affiliates that has a business or family relationship with a member of the Company Board, Management, or staff who is directly or indirectly involved in the preparation of Terms of Reference, selection process of third party evaluation services and/or supervision of the Agreement may not be awarded an Agreement unless conflict stemming from this relationship has been resolved in a manner acceptable to the Board throughout the selection process and the execution of the Agreement.

The bidder has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest, or that may reasonably be perceived as having this effect by notifying the Company in writing. Failure to disclose said situations may lead to disqualification of the bidder or the termination of its Agreement. Current employees of the Company shall not work as and for the bidder.

7 Fraud and Corruption:

The Company requires the bidder/s participating in provision of Service/s to adhere to the highest ethical standards, both during the selection process and throughout the execution of an agreement. In pursuance of this policy, Company defines, for the purpose of this paragraph, the terms set forth below as follows:

“Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any employee of the Company in the selection process or in agreement execution;

“Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of an agreement;

“Collusive practices” means a scheme or arrangement between two or more with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;

“Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of an agreement. The Company will reject a proposal for award if it determines that the bidder recommended for award has directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the agreement in question. The Company may also impose penalties on the bidder, declaring it ineligible, either indefinitely or for a stated period of time, for Company funding, if at any time it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Company funded project.

The Company will have the right to inspect the bidding firm’s accounts and records and other documents relating to the submission of proposals and agreement performance, and have them audited by auditors appointed by the Company.

8 Clarification Request/Amendment

16.1 The bidder can request a clarification in TENDER document up to the date indicated in the TENDER document. Any request for clarification must be sent in writing, or by standard electronic means to the Company’s e-mail address indicated in the TENDER document. The Company will respond in writing or by standard electronic means and may place responses on the Company’s website under FAQ’s for understanding of all potential bidders.

16.2 At any time before the submission of Proposals, the Company may amend the TENDER document by issuing an addendum in writing or by standard electronic means. The addendum shall be published in the local newspaper and uploaded at PPRA & Company web site, and revised TENDER document will be uploaded on Company’s Website and PPRA web site.

PART B - TERMS OF REFERENCE

9 Overview

Company invites proposals from qualified, registered and well reputed companies for “**Supply & Installation of Video Podcast Equipment**” as per guidelines mentioned in this TENDER.

Terms of Reference

1. Provision & Installation of Video Podcast Equipment, the detail as following:

Description	Quantity	Specifications
Sony A7iii or Equivalent	01	Sony a7 iii (Body Only) Rechargeable Battery (NP-FZ100) Sony AC Adaptor Micro USB Cable Shoulder Strap With 1-Year Warrenty
Sony A7iv or Equivalent	01	33MP Full-Frame Exmor R CMOS Sensor Up to 10 fps Shooting, ISO 100-51200 4K 60p Video in 10-Bit, S-Cinetone 3.68m-Dot EVF with 120 fps Refresh Rate 3" 1.03m-Dot Vari-Angle Touchscreen LCD 759-Pt. Fast Hybrid AF, Real-time Eye AF Focus Breathing Compensation 5-Axis SteadyShot Image Stabilization Creative Looks and Soft Skin Effect 4K 15p UVC/UAC Streaming via USB Ty
Sigma 50mm 1.4 DGND Lens or Equivalent	01	Compatible with Sony E-mount mirrorless cameras
Sigma 16-28mm f2.8 DG DN Lens or Equivalent	01	Compatible with Sony E-mount mirrorless cameras
Rode NT1 5 th Gen or Equivalent	03	SM6, SM6 includes a removable pop shield with two axes of adjustment and a telescopic, XLR microphone cable and a USB-C to USB-C cable and carrying pouch
Microphone Arm Stand	04	PSA63 or equal, Microphone Arm Stand, PODCAST MIC Adjustable Suspension Scissor Arm Stand for RODE
Tripod	02	
SanDisk 128 GB or Equivalent	02	Read Speed 190MB/s, Write Speed 90MB/s
Bag	02	Sony bag for camera
Dual Charger	02	Sony FZ100 LCD Dual USB Battery Charger
Sony FZ-100	02	Compatible for cameras

Battery original or Equivalent		
L-Bracket	02	For camera
Lens Protection filter	02	Sony
Cleaning kit	01	
Neon Sign	01	“Tech Destination Pakistan” 485 feet including fitting
Carpet	01	New York carpet 12mm, 298 feet with fetting
Sheets	N/A	Sound proofing sheets (72 sq ft)
ceiling lights	05	

Note: Above mentioned requirements are mandatory and financial proposals will be considered subject to the fulfilling of all requirements.

10 Outputs/Deliverables

Deliverable:

- i. Delivery, Installation and testing of equipment as mentioned in this TENDER at Ignite-office.
- ii. The expected delivery time will be 02 weeks from the date of issuance of purchase order.
- iii. Installation will be completed within 10 days from the date of delivery to the office of Ignite.
- iv. Late Delivery Charges will be charged @ 02% per month of the total Purchase Order value and up to the maximum limit of 10%; LD Charges will be deducted from the invoice of the firm concerned.
- v. If the vendor fails to deliver the goods/services during the delivery time or extended time period (if allowed) then the purchase/work order may be cancelled, Earnest Money will be forfeited.

PART C – FORMS TO BE SUBMITTED WITH THE PROPOSAL

Bidder Name: _____

Item Name (Brand Name)	Specifications (if any)	Unit rate without GST	GST @	Unit rate with GST	Quantity	Total Price with GST
Provision & Installation of Video Podcast equipment						
Grand Total (Inclusive of All Taxes)						

B1. Firms/Bidders Profile

S #	Criteria	
1	Profile of the agency: i. Registered age of Company ii. Names of Managers/ Owners/ CEO/ Directors/ Partners	
2	Financial Position i. Name of Banks ii. Certificate of Financial position iii. Copy of audited Annual Accounts (of last 3 years) iv. Tax Registration (NTN/STN/FTN)	
3	Clientele	

B3. Firm's competence and experience in completing projects of a similar nature in a timely and efficient manner

Name of Client	Name of Assignment/ Project	Period of Assignment/ Project	Value of Assignment / Project	Present Status of the Assignment/ Project

B4. – General Experience of firm

Name of Client	Name of Assignment/ Project	Period of Assignment/ Project	Value of Assignment / Project	Present Status of the Assignment/ Project

C1. – Financial Proposal Submission Form

[Location, Date]

To:

Manager Procurement

Ignite (The Company)

Cell: +92-306-199-1234

Email: procurement@ignite.org.pk

Sir,

We, the undersigned, offer to provide services for the provision of “AC Units” in accordance with your Request for Proposal dated [ADVERTISEMENT DATE] and our Proposal. Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of all the local taxes, duties, fees, levies, and other charges applicable to our company, our subcontractors, and our collaborations under Pakistani law.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal, which is 90 calendar days from the date of advertisement.

Though included in the above-mentioned fee, Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount in Pak Rs.	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Annexure A

Single Stage One Envelope Procedure for Bidding Public Procurement Rules 2004

Single stage - One envelope procedure:

Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.