**Terms of Reference**

**IT Equipment (Pocket Projector)**

Center for Communication Programs Pakistan, a nonprofit organization registered in Pakistan, is in consortium with Johns Hopkins Center for Communication Program as its lead for USAID-funded Health Communication Component of the Maternal and Child Health Program.

Center requires services of contractor/supplier for provision of Pocket Projector at below mentioned address. Please also find below details of the Center's requirements. You are requested to provide your best offer. The vendor selection will be based on competitive pricing, required specification and services.

***Details are as follows:***

**Pocket Projector:**

Total quantity required: 40 Pocket Projector

**Specifications:**

1. Any brand
2. Easy to carry in bag or pocket and light weight
3. Display Throw - 40 inches at projection distance of 3 feet to 5 feet or equivalent
4. Average: 30 to 35 lumens/Maximum: 40 - 45 lumens (100% White)
5. Resolution – 1500 to 2000 × 500 to 800 or equivalent
6. Light Source - Laser diode/Approx. 2,000 to 3,000 hours
7. Contrast ration – 80000 or above
8. Interface - HDMI 1.4b, HDCP2.2/MHL 2.2/USB
9. USB plug and play option
10. Built in speaker (audible for Group of 8 to 10 people)
11. Power – charge through USB and normal power adapter
12. Warranty – 01 year to 5 year or manufacturer warranty

***Terms and conditions:***

1. Price quotes must be very competitive and must be valid for 60 days.
2. Must mention time period for delivery after issuing of PO.
3. The procurement and delivery will be prioritized depending on the immediate requirements.
4. The quantity mentioned may change as per the requirements.
5. All procurement will be subject to Center’s contractual obligations and contingent on the availability of funds.
6. Center reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. Center reserves the right to accept all or part of a quotation when awarding the purchase order.
8. During service delivery any damage done to Center property, it will be vendor’s responsibility to fix it as per Center’s requirements.
9. All equipment should be received in good working condition and Center will release full payment after acceptance of services or completion of work.

**CONTENT OF RESPONSE**

All quotations shall:

1. Contain detailed cost estimate in Pakistani Rupees with applicable taxes clearly identified.
2. Provide GST registration.
3. Must provide NTN number and registration.
4. Center is exempted from GST. “General Sales Tax” and “National Tax Number” must be mentioned on final invoice. A pro forma invoice shall be submitted to Center so that Center has enough time to apply for the GST exemptions.
5. Center will withhold income tax as per prevailing tax rates at the time of payment
6. Center will be responsible to furnish “General Sales Tax Exemption Certificate” from GoP for this procurement.
7. Quote must be in English language.
8. Quotation should be provided in the name of Center Islamabad Office, attention to Director Admin and HR.
9. Please must include a contact name, email address and telephone number of supplier POC to facilitate communication between Center and the vendor

**HOW TO SUBMIT PROPOSAL:**

Kindly share your proposal in sealed envelope titled Quote for “IT Equipment (pocket Projector)” on right top of envelope by September 26, 2015, 2:00 pm at the following address:

Quotation for IT Equipment (pocket Projector)

Attention:

Director Administration and HR

Plot No. 23, Street No. 39,

I & T Centre, Sector G-10/4

Islamabad