



TERMS OF REFERENCE(S) (TOR)

FOR SELECTION/EVALUATION OF

Procurement, Installation and Commissioning of

40 KVA UPS

10 KVA UPS

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1 Overview & Background

The United States Educational Foundation in Pakistan (USEFP) was established in 1950 by the governments of Pakistan and the United States. USEFP is a binational commission composed of an equal number of Pakistanis and Americans, with the Chair alternating between a Pakistani and an American Board Member. USEFP is one of 49 'Fulbright Commissions' located throughout the world. Since 1951 when the first group of Pakistani grantees travelled to America and in 1952 when the first American grantees visited Pakistan, the USEFP has fostered mutual understanding between the people of Pakistan and the United States through educational and cultural exchange. Nearly 9,000 Pakistanis and more than 900 Americans have participated in USEFP administered exchange programs.

The Foundation receives support and counsel from both the Pakistan and U.S. Governments, but it is not an agency of either. The Foundation supervises a variety of programs that send Pakistani students and scholars to American campuses while bringing American scholars to universities in Pakistan. The goal of all USEFP programs is to help Pakistanis learn more about the U.S. and to help Americans learn more about Pakistan and its people.

2 Purpose of this Document

The purpose of this document is to specify the approach that USEFP will use to select the vendor/firm interested in providing **40KVA UPS and 10KVA UPS** for the United States Educational Foundation in Pakistan.

This document also describes the requirements that the contractor has to fulfill in order to be selected.



3 Scope of Work

The United States Educational Foundation in Pakistan (USEFP) is undertaking the construction of their Head Office Building in Islamabad. USEFP would like to invite quotations for the following items from vendors specializing in the provision and services of these items.

1. Procurement, Installation and Commissioning of 40KVA UPS and 10KVA UPS

The scope of supply includes following Goods & services to meet requirement of material at: **USEFP office Building, H-8 Islamabad.**

USEFP office Building in Islamabad is a multi-story office Building and currently wants to install a **40KVA UPS and 10KVA UPS** as a Power Backup for its auditorium equipment. The specifications of UPS have been provided below; however, the Bidders/ Potential Contractors are required to quote the bid on all risk basis viz a viz installation of UPS and need to satisfy themselves of their prices before submission of bid.

Rating 40 KVA - Schneider APC

3 Phase IN & 3 Phase Out

True Online Double Conversion Pure sine wave

Microcontroller based.

Input voltage: 230 Volts

Input frequency: 50 Hz

Output voltage: 230 Volts

Output p.f: 0.9 (Built in PFC)

Backup Time: Standard Backup (9 -10 min)

Batteries: OEM Batteries In-built (non-refurbished)

Operating Temp: 0 to 40 Degree Celsius

Mounting: Cabinet Mounting

User friendly LCD display for real time UPS status

Cold start of load during power failure

Transient/Surge Suppressor EMI/RFI Filter
Built-in manual and static by-pass switch
Remote & local emergency power off function
RS-232 connectivity with power management software
Provision for external battery bank
SNMP Management Card.

Rating 10 KVA - Schneider APC

3 Phase IN & 3 Phase Out
True Online Double Conversion Pure sine wave
Microcontroller based.
Input voltage : 230 Volts
Input frequency : 50 Hz
Output voltage : 230 Volts
Output P.f: 0.9 (Built in PFC)
Backup Time: Standard Backup (9 -10 min)
Batteries : OEM Batteries In-built (non-refurbished)
Operating Temp: 0 to 40 Degree Celsius
Mounting: Cabinet Mounting
User friendly LCD display for real time UPS status
Cold start of load during power failure
Transient/Surge Suppressor EMI/RFI Filter
Built-in manual and static by-pass switch
Remote & local emergency power off function
RS-232 connectivity with power management software
Provision for external battery bank
SNMP Management Card.

4 Selection Criteria

The agency will be selected based on following criteria:

Criteria		Marks
1	Company Information	10
1.1	Legal structure of company (Proprietorship, Private Ltd, Public Ltd)	
1.2	Expertise and experience in the field, year of establishment etc. (more than 5 years)	
1.3	Geographical Coverage – in the case of all provinces, especially in Islamabad.	
1.4	Manufacturer Authorization Letter must be attached with the technical bid in favor of End Users.	
1.5	1 Years comprehensive warranty including parts and onsite support and installation with free services and Training to End users.	
2	Technical Functionality	10
2.1	Prior / present experience of working with NGOs, Embassies, national & international organizations	
	List past (not exceeding 5 years) clientage with names & period of engagement	
2..2	Affiliated Services / One Window Services	
	A) Partnerships status with Vendor (Principle) if any.	



	B) After Sales Support and Services	
3	Pricing	70
	Product Pricing	
4	Delivery & Installation Timeline	10
	Grand Total	100

5 Other Terms and Conditions

Registration & Taxes: The applicant firms must be registered companies having complete postal address, telephone, fax, National Tax Number (attach copy). The quoted price shall be inclusive of all applicable taxes and duties. Income tax and sales tax will be withheld from payment, as applicable, under the relevant laws. In case of any exemptions, attach proof.

General Conditions: USEFP reserves the right to reject all or a part of this (TOR) WITHOUT NOTICE. Any changes to the proposal requirements will be made by written addendum. USEFP is under no obligation to select any of bidder(s) submitting the proposal and has right to cancel the assignment without any cause.

Pricing and Currency: PKR prices will be preferred. USEFP reserves the right to negotiate separate preferential rates with the third-party supplier etc. If prices are not in PKR, USEFP exchange rate on the date of cheque preparation will be used for conversion. The US Dollar exchange rate of USEFP for November 2025 is Rs. 281.27.

Payment Terms: 100% upon delivery. All payments will be made in PKR by cheque. Payment processing time will be 30 working days after delivery has completed, and invoice has been submitted.

Warranty: Vendor/firm should provide undertaking on company’s letterhead that all warranties will be made at site and will be vendor/firm responsibility. USEFP will not contact manufacturers or official warranty centers for warranty claims. All warranty services will be provided on site at the USEFP office in Islamabad, where equipment is installed. All transportation along with parts will be vendors responsibility without any cost to USEFP during the warranty period.



Liability of Costs and Responsibility: USEFP shall not be liable for any costs incurred in preparing response to this TOR. The Respondent hereby indemnifies to hold USEFP harmless from all liability(ies), claim(s) or expense(s) incurred in any manner whatsoever by or on its behalf of that person or organization in connection with or relative to this process.

Validity: All responses must be valid for at least 90 days commencing on the Due Date, during which USEFP may request clarification or elaboration of the response for the purpose of evaluation. Such clarifications or elaborations shall not affect the remainder of the response except for the portion so amended or clarified.

Information Only: The information provided within this TOR is intended to help prospective respondents in creating a viable proposal. However, it shall be the sole and absolute responsibility of those responding to this TOR to complete their own due diligence.

5 Undertaking

I/We declare that the information provided in the “UPS 40KVA & 10KVA” is accurate and can be proved whenever required. I/We further declare that if in case the information provided by me/us in this “Expression of Interest” proved to be incorrect at any point, USEFP reserves the right to take any action deemed feasible by the USEFP authorities against me/us. I/We further declare that our company (***** Company Name here *****) is not blacklisted by any division, department or organization of Government of Pakistan. The decision of USEFP shall be regarding the acceptance or rejection of the bid shall be final and binding and will not be challenged in the court of law.

Signature and Seal

6 Proposal

The Proposal should clearly detail all the required information against the selection criteria mentioned above.

The sealed proposals in marked envelope “**Proposal for the UPS**” complete in all respects should reach latest by **4:30 pm on November 27, 2025** to:

Director Alumni
United States Educational Foundation in Pakistan
Office# 99, Sector H-8/1
Islamabad.

An e-mail must be sent to procurement@usefp.org informing that proposal has been submitted to USEFP.



8 Contact information

Mr. Zafar Ullah

Senior Procurement Officer

United States Educational Foundation in Pakistan (USEFP)

Phone # 051- 8431- 300

Email: zafar@usefp.org