



DATE: _____

INVITATION TO BID

SUPPLY OF STOCKPILE KIT AND SCHOOL DRR KITS
(At D.I Khan, KPK)

Last date & time for issuance of ITB:	Friday, 9 th June 2023
Last date & time for tender submission:	Tuesday, 15 th June 2023 (till 12:00 pm)
Tender opening date and time:	Tuesday, 15 th June 2023 (till 03:00 pm)
Tender Opening Adress & Location	H#: 91, Street 3, LVL, Banigalax, Islamabad.

1. GENERAL INFORMATION

The Office of the **Tameer-e-Khalq Foundation (TKF)** invites bids from qualified companies/service providers duly registered with the Government of Islamic Republic of Pakistan. To submit a firm bid for the **Supply of Stockplie Kits and School DRR Kits**. Lowest price will not be the only criteria for final award of the contract/Purchase Order. **Registration with income tax. Financial capability, quality, delivery time and relevant past experience** will also be considered to qualifying .

2. BIDDING DOCUMENTS

The following annexes form integral part of this Invitation to Bid:

- Annex A-1:** Stockpile Kit/ Price Proposal /
Annex A-2: School DRR Kit/ Price Proposal /
Annex B: Technical Proposal Form
Annex C: Technical Evaluation Criteria sheet
Annex D: Vendor's General Information.

SECTION I: BIDDING INFORMATION**1. ACKNOWLEDGMENT**

Bidders are requested to confirm the receipt of this ITB and send the expression of their intention to participate to the addresses (physical) provided in the "SUBMISSION OF BIDS" section of this ITB.

2. QUERIES

- i) Bidders are required to submit all their **enquiries in respect of this invitation to bid by e-mail to tender@tameerekhalaq.org by June 09, 2023.**

Past Experience and Certifications:

Companies/Service Providers having at least three (03) years relevant experience in dealing with similar nature of services and having valid Income Tax registration certificate, active tax payer (please attach company profile / certificate of reputation, copy of income tax registration certificate with tender form).

The bidder agrees and accepts the above mentioned terms and conditions Signature / Stamp: _____

IMPORTANT:

- Companies/Service providers are required to quote all rates (for each item/job/work) without skipping any item in **Annex**;
- Incomplete or partial bids will not be entertained and will be considered non-responsive and will be rejected;
- Escalation of rates under whatsoever circumstances is not allowed;
- Conditional tenders will not be entertained and will be rejected;
- If samples of any items were required than it will be informed to the vendor and vendor will provide the samples to this office at no cost on TKF.
- **Vendor should have valid copy of income tax registration certificate. If a vendor fails to provide such documents, the company is rejected directly without further processing the evaluation of the technical offers.**

3. YOUR OFFER

Please submit your offer using the submission templates provided. It should confirm to the following requirements and contain all information required. The offers not conforming to the requested format will not be taken into **consideration for evaluation.** **Your offer should clearly include the following information:**

UNIT COST: DAP– (Delivered at place): Supply of Stockpile Kit/School DRR Kit After verification/inspection.

IMPORTANT: Firms are required to quote all rates (for each job/work) without skipping any job/work in Annex A. Incomplete or partial bids will not be entertained and will be considered non-responsive and will be rejected, escalation of rates or withdrawal/ surrender in the submitted bid form is not allowed.

WORKING TIME: All the mentioned work/supply must be completed as per the specifications/ instructions on the specified locations within 15 **days** after placement of the confirmed order.

- a. **EARNEST MONEY:** Your offer must be accompanied by PKR: 100,000/- earnest money (refundable) in the shape of call deposit/ pay order or demand draft made out in favor of Tameer-e-Khalaq Foundation (TKF) that will be returned after the finalization of the bidding process.
- b. **OFFERS** made for part of the requirement as listed in the attached Annex-A will not be accepted.
- c. **COST:** The cost should include supply, labor, transportation, insurance, applicable taxes and any other charges of all required works/jobs.
- d. **CURRENCY:** Your proposal must be prepared in Pakistani Rupees only.
- e. **LANGUAGE:** Bids shall be prepared in English.
- f. **CLEAR AND LEGIBLE OFFER:** Only those bids/offers will be considered which are absolutely clear, unambiguous and legible. Any unavoidable cutting/ overwriting must be signed and stamped. Use of correction pen/ correcting fluid is not allowed. Use of correction pen/ correcting fluid could cause rejection of the bid/ offer. Any correction which could cause implication in future would not be accepted.
- g. **INSPECTION:** Inspection of supplies and work-in-progress at any time with or without bringing into the knowledge of the vendor(s) is allowed under this ITB. The successful vendor(s) will facilitate TKF Engineer / Project Manager or any other person authorized by TKF for the inspection(s). Please note that inspection charges resulting from the vendor's default will be charged directly to the vendor.

WORK SITE:

Delivery Address: D.I Khan, KPK.

- h. **PERFORMANCE SECURITY DELAYED CHARGES:** Performance security @ 0.65% of the bid amount per day up to maximum of 10% will be charged for late completion of work and the amount will be deducted from security deposit already submitted to TKF. Performance Security will be charged up to maximum of fifteen (15) days thereafter, the Work Order (WO) can be cancelled.
- i. **BID VALIDITY:** The bid submitted must remain valid for acceptance for at least Sixty (60) days from the Invitation to Bid closing date or as appropriate.

The bidder agrees and accepts the above mentioned terms and conditions Signature / Stamp: _____

- j. **VENDOR'S GENERAL INFORMATION:** The vendors are requested to complete and submit with their offer the vendor's general information form (Annex – B), together with the necessary supporting documentation. All the companies are required to submit registration documents for example:

And those applicable from the following documents

- ✓ Income tax registration certificate;
- ✓ GST registration certificate;(if required)
- ✓ Certified audit report and annual income tax return of last 3 years;
- ✓ Bank statement for the latest period of 06 months;
- ✓ List of past clients/customers;
- ✓ P.Os / W.Os of previously provided goods and/or services; and
- ✓ Any other documents.

4. BID EVALUATION

a) Supplier Registration

The qualified vendors will be added to the Tender Analysis Report after investigation of suitability based on the submitted Vendor's general information form and supporting documents. The investigation involves consideration of several factors such as:

- Financial standing,
- Core business,
- Track record,
- Contract capacity.

This will be followed later by performance evaluation as a constructor such as:

- Ability to respond quickly to Agency's needs,
- Timely completion / delivery,
- Dependability of products and services.

b) Financial and Technical Evaluation

All bids from vendors will be evaluated based on:

- Compliance with the mentioned TKF specifications
- Service(s) Delivery Time
- After sales service

IMPORTANT: For evaluation purposes only, the offers submitted in currency other than PKR will be converted to PKR using the prevailing bank rate.

5. SUBMISSION OF BIDS

Bids must be submitted in One (01) sealed envelop as follows:

The outer envelope should be marked and addressed as mentioned below.

a. Sealed envelope containing technical part of the offer having the following documents: (Envelop A)

- i. Duly filled Vendor's General Information Form
- ii. Documents indicating past experiences with any other organization;
- iii. Copy of valid income tax registration certificate;
- iv. Copy of GST registration certificate;
- v. Certified Audit Reports and Income Tax Returns (for last three years only);
- vi. Updated 06 months bank statement;
- vii. POs / W.Os of previously completed supply works (of last three years only);
- viii. Work schedule / delivery time;
- ix. Any other documents.

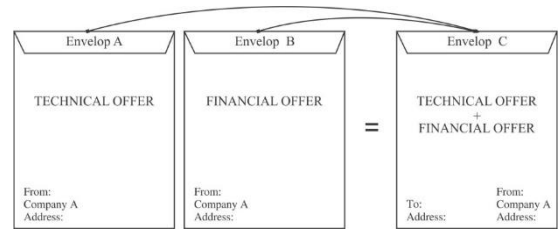
b. Sealed envelope containing Financial part of the offer having the following documents: (Envelop B)

The bidder agrees and accepts the above mentioned terms and conditions Signature / Stamp: _____

- i. Duly filled Price Proposal Form (**Annex A**)
- ii. Original Security Deposit PKR: 100,000/- in shape of Call Deposit/ Pay Order/ Demand Draft

The envelop should be delivered on or before the closing date and time as mentioned above or can be sent through courier/mail or by hand.

Tameer-e-Khalaq Foundation
 H # 91, Street # 3, LVL,
 Banigala, Islamabad,
 Pakistan.
 Tel: +92 51 2613552



IMPORTANT: Bids that are otherwise addressed and/or copied or sent to other addresses or individuals will be marked invalid and will not be considered for evaluation.

All bids must be received latest by: (Closing Date and Time) 15th June 2023 before 12:00 p.m.

LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above will not be considered.

The offers must bear your official letter head, clearly identifying your company.

Bid Opening: Sealed envelope will be opened for evaluation. The bids will be opened in front of the representatives from the companies submitted their firm offer and the bid opening committee of **TKF** on 15th **June 2023** at **03:00 p.m.**

6. BID ACCEPTANCE

TKF reserves the right to accept the whole or part of your bid. Please note (*The lowest offer is not the only criteria for acceptance of the offer*) refer to the stated evaluation criteria (Para D above). Information provided by the bidder will constitute the basis for eventual award of contract.

TKF may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective vendors in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by **TKF** at its own initiative or in response to a clarification requested by a prospective supplier.

7. CURRENCY AND PAYMENT TERMS FOR WORK ORDERS

Any Work Order (WO) issued as a result of this ITB will be made in Pakistani Rupees (PKR). Payment will be made within fifteen (15) working days after completion of work and submission of work completion report duly signed by **TKF** nominated person. Applicable Government taxes at admissible rate(s) shall be deducted at source from the payment made to the selected vendor(s). **TKF** at its own discretion can allow partial payments under this ITB but it will be decided at the time of contract awarding.

8. DISPUTE RESOLUTION

In case of any dispute or disagreement between **TKF** and the vendor, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan and the venue for arbitration will be Quetta.

Yours sincerely,

Ehtisham Riaz Dar
 Sr. Manager Procurement

The bidder agrees and accepts the above mentioned terms and conditions Signature / Stamp: _____

Annex – A-1

PRICE PROPOSAL SHEET FOR STOCKPILE KIT**StockPile Kit**

S#	Item	Specification	Quantity	Rate	Amount
1	Tents	Water proof, 4 to 6 persons(16*10Feet)	190		
2	Blankets	Double Ply, Imported, Size 160x220 Cms	380		
3	Life Jeckets	180 for Adult, and 180 for Children	380		
4	Shovels (Phawra)	Large, 13"	190		
5	emergency light	Solar chargable light	190		
6	Umbrella	Dark color, Large size	190		
7	Sand Bags	50kg plastic bag, empty	1900		
8	Mega Phone	Loud speaker	40		
9	Wheelbarrows	Dimensions (mm), 1.100 x 640 x 700 ; Fixed wheels mm, 380 ; Swivel wheels ; Tyre, Pneumatic ; Weight 15Kg	48		
10	Radios	Frequency: FM/AM. Small Size	40		
11	First Aid Box	Details Attached	40		
12	Hygiene/WASH Kits	Details Attached	190		
13	MHM/Dignity Kits	Details Attached	190		
14	Continers(20 Feet)	Length: 20ft, Width: 8ft, Height:8.6ft	6		
Total					

Items per First Aid Box

S#	Item	Unit	Qty	Rate	Amount
1	Cotton Roll (Medium)	No's	1		
2	Simple Bandage (5x3cm)	No's	2		
3	Dettol (50ml)	Bottle	1		
4	Methylated Spirit (50ml)	Bottle	1		
5	Sunny Plast (pack of 50)	Packet	2		
6	Sticking Plaster roll (10cm x 10M)	No's	1		
7	Alcohol Swab (Pack of 100)	Packet	1		
8	Pyodine (60ml)	Bottle	2		
9	Scissor (Small)	No's	1		
10	DICLOFENAC SODIUM, 75mg in 2ml or 3ml, amp	No's	10		
11	TETRACYCLINE, 1%, eye ointment, 5g, tube	No's	2		
12	SYRINGE, 2/3 ml, 2 parts, disposable	No's	10		
13	ORAL REHYDRATION SALTS (O.R.S.), sachet 20.5 g/1 L(40 Sachets)	No's	40		

The bidder agrees and accepts the above mentioned terms and conditions Signature / Stamp: _____

14	METRONIDAZOLE TABLET 200 MG (Strip)	No's	5		
13	First Aid Box (to accommodate all the above mentioned items) Medium	No's	1		
Total					

Hygiene Kit

S #	Item	Description	Qty	Rate	Amount
1	Soap	115 Grams, (Antiseptic)	6		
2	Soap tray with Cover	Local, Plastic	1		
3	Nail clipper	Large	1		
4	Hair brush	Medium	1		
5	Lice comb	Medium	1		
6	Tooth brush	Medium	4		
7	Tooth paste (Colgate)	50 Grams	1		
8	Towel	Medium	1		
9	Dettol	200ml	1		
10	packing bag	Local, Cloth / Ragzin/Leather	1		
11	Mosquito Repellent	Abbott/cool & cool/No Bite 100ml	1		
12	Bucket	Plastic (fine), 20 liters, Food Grade Quality, with Lid and Handle	1		
13	Plastic Lotta	Medium Size, made up of fine plastic	1		
14	Laundry soap	200gr - 4 per kit	4		
16	Water Cooler	Plastic, 14 liters, Food Grade Quality, with Lid and Handle	1		
17	jerry Can	10/15 Ltr Capacity, Plastic Make	1		
Total					

S#	Description	Unit	Qty	Rate	Amount
1	Sanitary Cloth, Pure Cotton Cloth with 160-180 grams per squares and separately packed in polystyrene bag, Maroon, red colour and washable absorbent cloth	No's	20		
2	Female Underwear - 100% Cotton- good quality- in dark colours- size, small / medium / large / extra large	No's	10		
3	Sanitary pads (Family Size always or Equivilant brand)	Packet	1		
4	Bathing soap (Anti bacterial, Safeguard, Lifebuoy, etc.)	No's	4		
5	Laundry soap (Sufi, etc.)	No's	4		
6	Solar torch (solar & Electric rechargeable, Medium size)	No's	1		
7	Whistle	No's	1		
8	Plastic Basin	No's	1		
9	Towel	No's	2		
Total					

Delivery Time: _____

NOTE: Please Include Transportation, Loading & Unloading and all Government Taxes.

The bidder agrees and accepts the above mentioned terms and conditions Signature / Stamp: _____

Annex – A-2
PRICE PROPOSAL SHEET FOR STOCKPILE KIT

DRR School Kit

#	Item	Specification	Unit	Qty	Rate	Amount
1	Life Jacket	for Adult	No's	10		
2	Life Jacket	for Children	No's	30		
3	Stretcher	Folding, Tarpaulin	No's	5		
4	Sand Bags	50kg plastic bag, empty	No's	250		
5	First Aid Box	Details Listed Below	No's	2		
6	Fire Extinguisher	Medium size	No's	3		
7	Umbrella	Dark color, Large size	No's	6		
8	wheelbarrows	Dimensions (mm), 1.100 x 640 x 700 ; Fixed wheels mm, 380 ; Swivel wheels ; Tyre, Pneumatic ; Weight 15Kg	No's	2		
9	Shovels (Phawra)	Large, 13"	No's	5		
10	Safety Ropes	Polypropylene 9mm, 100ft	No's	3		
11	Mega Phone		No's	1		
12	emergency light	Solar chargable light	No's	3		
Total						

First Aid Box

S#	Item	Unit	Qty	Rate	Amount
1	Cotton Roll (Medium)	No's	1		
2	Simple Bandage (5x3cm)	No's	2		
3	Dettol (50ml)	Bottle	1		
4	Methylated Spirit (50ml)	Bottle	1		
5	Sunny Plast (pack of 50)	Packet	2		
6	Sticking Plaster roll (10cm x 10M)	No's	1		
7	Alcohol Swab (Pack of 100)	Packet	1		
8	Pyodine (60ml)	Bottle	2		
9	Scissor (Small)	No's	1		
10	DICLOFENAC SODIUM, 75mg in 2ml or 3ml, amp	No's	10		
11	TETRACYCLINE, 1%, eye ointment, 5g, tube	No's	2		
12	SYRINGE, 2/3 ml, 2 parts, disposable	No's	10		
13	ORAL REHYDRATION SALTS (O.R.S.), sachet 20.5 g/1 L(40 Sachets)	No's	40		
14	METRONIDAZOLE TABLET 200 MG (Strip)	No's	5		
13	First Aid Box (to accommodate all the above mentioned items) Medium	No's	1		
Total					

Delivery Time: _____

NOTE: Please Include Transportation, Loading & Unloading and all Government Taxes.

The bidder agrees and accepts the above mentioned terms and conditions Signature / Stamp: _____

Annex B
Technical Proposal Form

Particulars	Description	Attachments (Annexure Nos.)
Name of the Company		
Address: Telephone, Fax & E-mail		
Year of Establishment (attach any documentary evidence or furnish a statement on Oath)		
Income tax registration number		
Sales Tax registration number		
Earnest Money – PKR: 100,000/- in the shape of pay order or demand draft in favor of TKF	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Banker's name and Contact details		
Experience related to Similar Work. (Completed projects). Please indicate name of client and value of project in a separate annex.		
Assignment/ projects in hand. Please indicate name of client and value of project in a separate annex.		
Annual turnover supported by sales income tax return for the year 2020, 2021 and 2022		
Affidavit: (that the firm has not been blacklisted by private, Govt. Semi Govt. and Autonomous Body)		
Valid medical device supply license issued by regulatory authority.		
Valid Good Distribution Practice for Medical Devices (GDPMD) certification issued by regulatory authority.		

Contact person name & designation: _____

Date: _____ Sign and Stamp: _____

Note: Attach all the required documents with proper Annexure for ease of reference.

The bidder agrees and accepts the above mentioned terms and conditions Signature / Stamp: _____

Annex C

Technical Proposal Evaluation Criteria

Technical proposal will be evaluated as per the following criteria;

Sr.	Grading	Score(Marks)
1	Experience related to similar assignments/work/Supplies. At least 5 P.Os / W.Os indicating past experiences.	20%
3	Assignments / projects in hand	05%
4	Financial Capability (Latest Bank statement December 2022 till May 2023.	10%
5	Adherence to delivery time / completion schedule	10%
6	Experience with NGOs / Government Agencies	05%
7	Audit Reports/Tax Returnes (for last three years only)	10%
<u>Total Scores</u>		<u>60%</u>

Note: Weighted core for technical offer would be 60% and 40%for financial offer. Vendor should preferably be in this business for minimum last 3 years.

The bidder agrees and accepts the above mentioned terms and conditions Signature / Stamp: _____