

Invitation for Tender

Date; 28-02-2023

Tender Ref # DF/6RP19/0006

Procurement of 500 MHM Dignity and Hygiene Kits.

“WASH Emergency Response in the face of flash flooding in District Rajanpur South Punjab, Pakistan 6RP19”

Dear Madam/Sir,

Doaba Foundation (**Contracting Authority**) is a Non-governmental organization working with the vision “Disaster prone communities becoming self-reliant in pursuit of their common interests”. Doaba is WASH Emergency Response in the face of flash flooding in District Rajanpur South Punjab, Pakistan’ with the technical support and financial support of Water Aid Pakistan, for more detail refer to Doaba Foundation website;

Website: www.doabafoundation.com

Doaba Foundation would like to invite competent, certified, qualified and experienced bidders/suppliers who can accept the challenge to deliver quality supplies and services with according to following scope, timeline, terms and conditions.

In order for procurement of 500 MHM Dignity and Hygiene Kits Doaba Foundation is inviting qualified and experienced suppliers bid for the contract of supply, by the Contractor of the following goods/items/Services:

Procurement of 500 MHM Dignity and Hygiene Kits for District Rajanpur are required as mentioned specifications

1. Instructions to tenderers

By submitting a tender, tenders fully and unreservedly accept the conditions of this call for tenders, which will constitute the governing the contract as the sole basis of this tendering procedure, whatever the tenderers own conditions of sale may be, which they hereby waive. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

To be eligible to take part in this tender procedure, tenderers must prove to the satisfaction of the Contracting Authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively. Participation is open to neutral persons and legal persons [participating either individually or in a grouping (consortium) of tenderers.

The foreseeable timetable for this procedure is as follows:

	DATE	TIME in PST
Deadline for requesting clarifications from the Contracting Authority	March 10-2023	12:00 PM
Last date on which clarifications are issued by the Contracting Authority	March 11, 2023	05:00 PM
Deadline for submission of tenders	March 13, 2023	10:00 AM

2 General remarks and special condition




All offered commodities must be sound, fair and in merchantable quality. The quality must be in line with the specifications stated in this tender.

- Timely arrival in accordance with the negotiated delivery periods is of almost important
- Partial shipments are not allowed without authorization of the Contracting Authority
- The Contracting Authority holds the right to change quantities and slight changes to the technical specifications.
- Selected vendor is responsible for packing of H&H Kit in carton boxes.
- The origin of all products needs to be indicated in the offer.
- In case an alternative to the specified items is offered, this must be clearly indicated and excessively documented.
- **Bid security: Selected tenderer must have to submit 5% Bid Security**

3. Specifications / Quantities

Procurement of 500 MHM Dignity and Hygiene Kits

Sr. #	Description	Pictures	Unit	Qty.	Unit Rate	Total Amount
1	Sanitary Pads Soft, Cotton, good absorbing capacity, Any reputable brand, in different size Medium (16 pieces each pack) any reputable brand		Pack	2		
2	Polythene Bags Blue/Black, 1kg capacity, 125 grams in each pack (fine quality plastic)		Pack	1		
3	Hand Washing Antiseptic Soap , weight 95 grams (preferable Safeguard/Dettol)		No	3		

4	Under wears Soft Cotton stuff, stretchable Any reputable brand, Medium size (03 pieces per pack)		Pack	1		
5	Nail Cutter Stainless steel Large size		No	1		
6	<u>Hygiene kit bag with visibility</u> Good quality soft cotton canvas (Tarpal stuff Bag with WAP & Doaba Logos and project name, Double pocket, Size 18"X18"x15", folded and double sewen handles of same fabric		Pouch	1		
Quote rate of 01 Hygiene and MHM Kit						
Quote rate of 500 Hygiene and MHM Kit						
Delivery Time in days						

3.2 A bidder may include in its tender the overall discount it would grant in the event of some or all of the items for which it has submitted a tender being awarded. The discount should be clearly indicated for each item in such a way that it can be announced during the public tender opening session.

4 Marking/labelling

No markings required, only markings allowed are technical and safety markings.

5 Packaging and picking

For all items the packaging has to be appropriate to the nature (size, weight) of the items and reach international standards. The packaging should avoid transport damages and protect from bad weather conditions. Costs of picking (Loading Unloading) and packaging and transportation must be included in the unit price of each item.

The selected vendor would be required to deliver all material as per approved samples and specifications except bricks, cement sand and crush (which will be inspected at sites) at warehouse for overall quality inspection. Partial or incomplete delivery will not be accepted.

6 Samples/Pictures/Specifications

Whole Kits Samples must be submitted with the bid. Tenderers who present their bids after stipulated time or incomplete bids will be excluded from the tender evaluation process. The property of the samples remains to tenderer/sender and are to be delivered and collected at the cost of the tenderer. After tender evaluation, the samples can be collected at the address of sample delivery. If not collected within 07 days of the closing of the tender the property of the samples will be changed to contracting authority.

7. Delivery conditions

All items are to be supplied in following field areas of contracting authority in Tehsils & District Rajanpur.

Sr. No	Delivery Location	District	Remarks
1	Warehouse/Store (Arranged by Doaba Foundation)	Rajanpur	All material as per approved samples and specifications should be delivered at warehouse/Store for overall quality inspection

All transport details (Origin, City of Loading and Routing) have to be indicated within the offer. Cost for transportation can be stated separately or included in the price of items. Partial shipments without authorization of the Contracting Authority are not allowed. Each shipment has to be announced with prior notice.

8 Delivery schedules

Delivery is requested as soon as possible after the Purchase Order. Faster delivery is appreciated; therefore, clearly indicate your delivery delay in calendar days in the offer.

9 Weight and dimensions of the consignment

Bidders are required to indicate the total weight per item, as well as the total weight and dimensions per item.

10 Prices

All prices in your quotation must be indicated in Pakistan Rupees (PKR). Quotations stated in other currencies will not be considered in the awarding process.

The analysis of the offers will be performed in Pakistani Rupees (PKR).

Prices need to include all taxes i.e.; GST, WHT, insurance costs and all other applicable taxes by the government of Pakistan. Transport prices need to include transport tax.

11 Inspections

The Contracting Authority shall be entitled to inspect, examine measure and test the components, materials and workmanship, and check the progress of preparation, fabrication or manufacture of anything being prepared, fabricated or manufactured for delivery under the contract, in order to establish whether the components, materials and workmanship are of the requisite quality and quantity. This shall take place at the place of manufacture, fabrication, preparation or at the place of acceptance or at such other places as may be specified in the Contract.

For the purposes of such tests and inspections, the Contractor shall:

- a) provide to the Contracting Authority or his representative, temporarily and free of charge, with such assistance, test samples or parts, machines, equipment, tools, labour, materials, drawings and production data as are normally required for inspection and testing;
- b) Provide access to the Contracting Authority or his representative, at all reasonable times to the place where the tests are to be carried out.

This inspection on quality and quantity shall also be executed by an independent surveyor company at time and place prior or at loading / unloading (before shipment to the warehouse). One inspection per supplier will be on account of the Contracting Authority. Any additional inspection shall be on account of the Supplier. Goods not meeting agreed quality will be rejected. In case goods are rejected, the Supplier will contractually be obliged to pay already incurred fees for rejected goods and also for such fees which will become payable to the inspection company due to multiple interventions and/or fruitless visits and for goods inspected but eventually remained unshipped.

12 Contracting Authority

Office Address: **House # 02, New Model City, Behind Daewoo Cargo Office, Near Model Town Multan.**

13 Consignee/Notify and Documents

Office Address: **House # 02, New Model City, Behind Daewoo Cargo Office, Near Model Town Multan.**

13.1 Following documents must be submitted before tender closing:

Written /printed quotation on letter head paper or on Tender document. The quotation has included:

The pre-qualification documents (3 Pages) as in Annex 1 must be (signed and stamped)

Copy of GST registration form or Sales Tax registration form, NTN, Company profile

13.2 Following documents will be requested from the Seller after firm order:

- Signed copy of the contract for acceptance.
- Original Commercial Invoice
- Performa Invoice (addressed to Consignee)
- Original Waybills
- Packing list

13.3 Expenses for commercial courier to be covered by the bidder/supplier.

14 Payment Conditions

14.2.1 Payment shall take place in the currency of the Contract.

14.2.2 Payments due by the Contracting Authority shall be made through cross cheque to the contractor.

15 Penalties

Delivery schedule will be negotiated and fixed in order. In the event of delay in delivery caused other than by force majeure, the Contracting Authority is entitled to make use of a penalty to 0.05% per calendar day of the total value of the consignment still to be delivered. The penalty will be deducted from the invoice. In the event of incomplete delivery caused by the Supplier, the Contracting Authority is entitled to deduct the losses from the invoice. In case of damaged cargo caused by inappropriate packaging the Contracting Authority reserves the right to deduct from the relevant order sum an amount according to the variance to the requested specification. In case the quality is not in line with specifications initially agreed by both sides, the Supplier has to inform the Contracting Authority as soon as possible. Goods not meeting agreed quality can be rejected by the Contracting Authority, but if the Contracting Authority accepts these goods a deduction from the order sum and a penalty will be negotiated.

16 Award Criteria

- We prefer one single supplier for all items, but reserve the right to divide per items towards different suppliers.
- Bidders not providing all necessary documents, properly signed and stamped will be excluded.
- Bidders are urged to provide recent (up to 2 years) references for similar markets.
- Bid Evaluation: The Tender Committee will check the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors, in case there is any calculation mistake, unit price will be considered as base for the correction, to assist in the examination, evaluation and comparison of bids, the Tender Committee may, at its discretion, request clarification from the Doaba Foundation staff or consultant or Bidder.
 - **20 % delivery time**
 - **50 % price**
 - **30 % quality of the goods**

Non provision of samples, upon request for the bidders, will lead to exclusion of the bidders.

17: Tender Conditions

- The tenders, all correspondence and documents related to the tender exchanged by the bidder and the Contracting Authority must be written in the language of the procedure, which is English.
- The offer has to have a validity of minimum 30 days following the tender deadline.

The Contracting Authority, in Pakistan, must receive the tenders before **March 12, 2023 not later than 01:00(Pm) PST at House # 02, New Model City, Behind Daewoo Cargo Office, and Near Model Town Multan.**

- All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
 - The above address;
 - The reference code of this tender procedure, **Ref # DF/6RP19/0006**
 - The words 'Not to be opened before the tender opening session'
 - The name of the bidder.
 - Quotations are to be provided per hard copy, in one copy only. Offers per e-mail or fax will not be accepted or considered.
 - Alteration or withdrawal of tenders
- Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

- Any such notification of alteration or withdrawal must be prepared and submitted in outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.
- No tender may be withdrawn in the interval between the deadline for submission of tenders
- Costs of preparing tenders: No costs incurred by the bidder in preparing and submitting the tender are reimbursable. All such costs will be borne by the bidder.
- Ownership of tenders: The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.
- Suppliers who do not receive a written feedback 20 days after expiry of the deadline have not been successful and will not be informed in writing.

Email Address: doaba.procurement@gmail.com

Phone # 061-6216209 - 6212857

Tender Should Reach On/Before Dead line on Following Address:

DOABA Foundation Office, House No 02, New Model City, Behind Daewoo cargo office, Model Town Multan.

Annex 1
Supplier qualification
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Company name	
Legal form	
Number of employees	
Nationality of company	
Postal address	
Visitors address	
Telephone number	
Email address	
Website	
Name of Managing Director	
Sales & marketing contact person	
Shipping department contact person	
Range of services provided by the company (company portfolio)	
Remarks	

Note: Doaba Foundation carries out projects in the field of humanitarian aid and development cooperation which are also financed by the European Community, among others. Part of this qualifying process for our suppliers is the following declaration by your company (in accordance with European Union rules and conditions for the awarding of contracts for services, supplies of goods and construction services).

Doaba Foundation supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with [ten universally accepted principles](#) in the areas of [human rights](#), [labour](#), [environment](#) and [anti-corruption](#). By doing so, business, as a primary driver of globalisation, can help ensure that markets, commerce, technology and finance advance in ways that benefit economies and societies everywhere.

[Human Rights](#)

- [Principle 1](#): Businesses should support and respect the protection of internationally proclaimed human rights; and
- [Principle 2](#): make sure that they are not complicit in human rights abuses.

[Labour](#)

- [Principle 3](#): Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- [Principle 4](#): the elimination of all forms of forced and compulsory labour;
- [Principle 5](#): the effective abolition of child labour; and
- [Principle 6](#): the elimination of discrimination in respect of employment and occupation.

[Environment](#)

- [Principle 7](#): Businesses should support a precautionary approach to environmental challenges;
- [Principle 8](#): undertake initiatives to promote greater environmental responsibility; and
- [Principle 9](#): encourage the development and diffusion of environmentally friendly technologies.

[Anti-Corruption](#)

- [Principle 10](#): Businesses should work against corruption in all its forms, including extortion and bribery.

The Global Compact is global and local; private and public; voluntary yet accountable.

Further information is available on this website in different languages

[:https://www.unglobalcompact.org](https://www.unglobalcompact.org)

Supplier qualification

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We, _____ (name of company) hereby declare that

- a) we are not in bankruptcy proceedings, judicial insolvency proceedings or in liquidation, that we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions,
- b) we have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,
- c) we comply with our duty to pay social insurance contributions, taxes or other levies in accordance with the legal provisions of the state in which we have our office, the state of the consignee, or the state where the contract is performed,
- d) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of the European Communities,
- e) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from the Community budget,
- f) we are providing you with all the information required in connection with participation in a tender,
- g) in respect of contracts which are ultimately paid for out of European Community funds, no one has accused us of breach of contract due to gross violation of our contractual obligations,
- h) we have not been excluded as a contract partner by the European Community due to ethical issues,
- i) we assure the European Commission, the European Anti-Corruption Bureau and the auditors of the European Community reasonable access on demand to our business and accounting documents for the purpose of checks and audits,
- j) we respect basic social rights and condemn child labor.

We support the goals of the United Nations Global Compact <https://www.unglobalcompact.org>

Date, company name, signature, name in block capitals, company stamp.

Publication ref: _____

I, the undersigned, hereby declare that I agree to participate in the evaluation of the above-mentioned [tender procedure][call for proposals]. By making this declaration, I declare that I am aware of the following:

1. Financial persons and other persons involved in budget implementation and management, including acts preparatory thereto, audit or control shall not take any action which may bring their own interests into conflict with those of WaterAid Pakistan and Doaba Foundation.

If such a risk exists, the person in question shall refrain from such action. He or she shall refer the matter to the authorising officer by delegation and inform his or her hierarchical superior. The authorising officer shall confirm in writing whether a conflict of interests exists. Where a conflict of interests is found to exist, the person in question shall cease all activities in the matter. The authorising officer by delegation shall personally take any further appropriate action.

2. For the purposes of paragraph 1, a conflict of interests exists where the impartial and objective exercise of the functions of a financial person or other person, as referred to in paragraph 1, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with a recipient.

I hereby declare that, to my knowledge, I have no conflict of interest with the operators who have [applied to participate] [submitted a tender] for this contract, including persons or members of a consortium, or the subcontractors proposed.

I confirm that if I discover during the evaluation that such a conflict exists or might exist, I shall declare it immediately to the chairperson of the evaluation committee. In the case that such conflict is confirmed by the chairperson, I agree to cease from participating in the evaluation committee.

I confirm that I have familiarised myself with the information available to date concerning this [tender procedure][call for proposals], including the provisions of the Practical Guide relating to the evaluation process.

I shall execute my responsibilities impartially and objectively. I further declare that, to the best of my knowledge, I am not in a situation that could cast doubt on my ability to evaluate the [tender(s)][application(s)].

I shall maintain the strictest confidentiality in respect of all information acquired as a result of my involvement in the evaluation process of the above-mentioned call, as well as any information relating specifically to the object of this call.

I undertake neither to disclose such information to any person who is not already authorised to have access to such information, nor to discuss it with any person in any public place or where others could overhear it.

(Name in Block letters, Date, Signature)