

Invitation for Tender

Date; 13-07-2024

Tender Ref #DF/FL – NR – PK- 2024 006 /IFT-01

**Procurement of water bowser, hygiene and sanitation facilities, first-aid supplies in case of trigger the flood in District Muzaffargarh.
“Anticipatory action for flood emergency response 2024”.****Dear Madam/Sir,**

Doaba Foundation, hereafter Doaba, or the Contracting Authority, is a humanitarian organization working in disaster prone areas with the vision “Disaster prone communities becoming self-reliant in pursuit of their common interests”. Doaba’s mission is to improve the quality of life among rural people and, it concentrates on communities prone to disaster. It believes in achieving the goal through optimal utilization of available resources i.e. physical-biological, moral and human. It seeks to build capacities of such communities incorporating even the relief activities into program of preparedness interventions, facilitating emergence of self-reliant communities. Doaba is organization responsible in case of trigger the flood in District Muzaffargarh.

Procurement of water bowser, hygiene and sanitation facilities, first-aid supplies for flood emergency response 2024.**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]

In order for **Procurement of water bowser, hygiene and sanitation facilities, first-aid supplies** in District Muzaffargarh) the supplies/services are required as mentioned in specifications. Doaba Foundation is inviting qualified and experienced suppliers bid for the contract of supply, by the Contractor of the following goods/items/Services.

The foreseeable timetable for this procedure is as follows:

	DATE	TIME in PST
Deadline for requesting clarifications from the Contracting Authority	July 18-2024	12:00 PM
Last date on which clarifications are issued by the Contracting Authority	July 18-2024	05:00 PM
Deadline for submission of tenders	July 19-2024	05:00 PM

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.

- All offered products according to national/international standards.
- We prefer a single supplier! But we reserve the right to divide the order into lots and orders from various tenderers.
- Timely arrival in accordance with the negotiated delivery periods is of utmost important!
- Part shipments are not allowed without authorization of the Contracting Authority
- The Contracting Authority holds the right to change quantities & Number of Items and slight changes to the technical specifications.
- 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
- In case of calculation mistake unit rate will be considered for financial evaluation

3. Specifications / Quantities

3.1 The specifications/item descriptions are listed below:

In case of trigger the flood in District Muzaffargarh the pre-qualified vendor will be responsible for procurement and provide of essential item as per below sector's.

Lot-01

Sr No	Sector Name	No. of Unit/s	No. of Period/ Days	Specification	Total Cost including Govt. Tax/s Validity of quoted rates will be 31 st August 2024. (additional validity date will be appreciated)
1	MHM & Hygiene kits 650				
1.1	Soap	Soap	03	Weight: 130-140g Antibacterial Color: White Individual packing includes Batch # & expiry date	
1.2	Nail Clipper	Nail cutter	01	Material: Stainless Steel Color: Metallic, Size: Large size	
1.3	Sanitary Cloth	meters	02	Filalen stuff soft cloth	
1.4	Tooth Pastes	Nos	01	Thickening, abrasive and gelling agent with sorbitol or glycerin humectants 50 ml tubes (Expiry date mentioned) (BB: Above 3 years)	
1.5	Tooth-Brushes	Nos	01	Length: 185mm Color: assorted Filaments: medium hardness with multilevel rounded edges made of nylon Head: with protective Cap Packing: OPP bag contains 5 unit individually wrapped	
1.6	Ewer (lota)	Nos	01	Plastic material	
1.7	Basket cover	basket	01	Plastic Basket fine quality cover	
1.8	Detergent Soap	Pack 1Kg	01	Famous & Fine brand, 250 gram each bar, (Expiry date mentioned) (BB: Above 3 years)	
1.9	Towel	Nos	01	Medium size, Fine quality	
1.10	Underwear	1 Pack =(3	01	Underwear (Medium size cotton	

		small 3 +medium +3 large		Stuff) classic briefs panties for girls (Skin or pink Color) (3 small 3 +medium +3 large= 9 panties in 1 pack	
1.11	Sanitary Pads	Pack	03	Sanitary Pad of hygienic (Medium Size 9 Pads in one pack) Maxi thick pads gel Layer (original brand of well-known company)	
1.12	Hot Rubber Bottle	Bottle	01	1.8 liter capacity	
1.13	Bags with visibility	Bags	01	Non Wovan Bags with good quality zip Size 12*16 inch width 4 inches with project & activity title and logo	
Total 1 MHM kits					
Sub Total 650 Kits = (650xtotal of 1 kit)					
2	Water Bowsers for water supply	03	10 days	5000 to 10,000 Liters Capacity	
3	Food & Nutrition	Food Baskets 650	1-3 days	20 Kg flour, Cooking oil 2.5 liters, Rice 5 Kg, Sugar 3 Kg, tea 500 gm, Pulses 2 Kg. Green tea pack tea bag 20-25 with bag and visibility	
4	First Aid Supplies	First Aid Kit items with boxes	20	Medium First aid boxes with visibility and recommended (First aid items list attached.)	
5	Accessible WASH Humanitarian assistance in Camps	10 Camps	15 Days	Camp space (18X36 with 4 side kanat wall) provision of clean drinking water. Accessible and portable latrines & ensuring cleanliness of camps.	
6	De watering of Stagnant water for public building	10 set	01 day	16 horse power peter engine with drainage pipes 5 inches size in plastic.4 inches pipe for fan in iron metal.	
7	Temporary shelters	400	1 to 3 days	14x14 Polythiene sheet with 4 bamboos 4 ropes and 4 Pigs	
Grand Total MHM Kits and Others Items (Including Govt Tax)					

Lot-02

Sr No	Sector Name	No. of Unit/s	No. of Period/ Days	Specification	Total Cost including Govt. Tax/s Validity of quoted rates will be 31 st August 2024. (additional validity date will be appreciated)
1	Dissemination of flood preventive messages through radio	20000	5 days	Through FM Radio, SMS, Social Media work and development of IEC Material. Banners 6*4	
2	Project visibility Documentary	2	1 to 3 days	Banners, pena flexes (Required Per SFT rate) and documentary(3 to 5 minutes)	
Grand Total (Including Govt Tax)					

Lot-03

Sr No	Sector Name	No. of Unit/s	No. of Period/ Days	Specification	Total Cost including Govt. Tax/s Validity of quoted rates will be 31 st August 2024. (additional validity date will be appreciated)
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Knowledge management and impact survey	1	7 days	FGD,s, Surveys, interviews, etc	Required consultant firms/ individual consultant for FGD,s, Surveys, interviews. firms/ individual consultant will share narrative proposals, budget, methodology As per 3 Tehsil of Muzaffargarh	
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Lot-04

Sr No	Sector Name	No. of Unit/s	No. of Period/ Days	Specification	Total Cost including Govt. Tax/s Validity of quoted rates will be 31 st August 2024. (additional validity date will be appreciated)
1	Toilet functionality of existing toilets at Got announce flood relief campus at District muzaffargarh	Toilets	24	Cleanness sanitation work (minor maintenance) provision of soap	
2	Safety Kits	Kits	24	Jacket with visibility, caps, whistle and torch safety shoes.	
Grand Total (Including Govt Tax)					

Contents of First aid Box		
S#	First aid boxes	Unit Quantity in per First Aid Box
1	Wooden Splints(S)	2
2	Splint Arm (Small)	2
3	Masks disposable	10
4	Crepe Bandage 4"	3
5	Crepe Bandage 6"	3
6	Gauze Bandage 2"	3
7	Gauze Bandage 4"	6
8	Gauze Pad 10x10	3
9	Gaze swab 10x10	3
10	Scissor 6"	3
11	Safety Pins (Medium)	10
12	Thermometer (disposable bands)	1
13	Cotton Wools 100gm	2
14	Saniplast	30
15	Surgical Tap (standard)	1
16	Disposable Gloves (standard)	5
17	Oral Rehydration Salt (ORS) 27.9 gr	2

3.2 The tenderer must submit a tender for all items.

A tenderer may include in its tender the overall discount it would grant in the event of some or all 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.

6. Samples/Pictures/Specifications

Samples will be requested only from shortlisted bidders. 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 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 schedule 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. All items are to be supplied in following field areas of contracting authority in District Muzaffargrah.

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. Payment

DOABA will pay through Cross cheque to the vendor after receiving of the invoice along with all supporting documents i.e. copies of the GRN, and delivery note etc.

Payment shall take place in the currency of the Contract.

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

Pre-financing will not be granted.

Payment shall take place after 100% complete delivery of items within 10 working days of the reception at the warehouse/delivery point. The order sum cannot be subdivided into partial payments.

11.1 Ordering Party

Doaba Foundation, House No. 02, and New Model City behind DAEWOO Cargo Office near the model town, bypass road Multan.

11.2 Consignee/Notify

Doaba Foundation, House No. 02, and New Model City behind DAEWOO Cargo Office near the model town, bypass road Multan.

12. 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.

13. Consignee/Notify and Documents

Doaba Foundation, House No. 02, and New Model City behind DAEWOO Cargo Office near the model town, bypass road 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. 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 must 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.

15 Award Criteria

15.1 We prefer one single supplier for all items/Lots but reserve the right to divide per items towards different suppliers.

15.2 Bidders not providing all necessary documents, properly signed and stamped will be excluded.

15.3 Bidders are urged to provide recent (up to 2 years) references for similar markets.

15.4 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.

60% price

40% quality

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

16: 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 must have a validity of minimum 30 days following the tender deadline.
- The Contracting Authority, in Pakistan, must receive the tenders before

July 19, 2024 not later than 05:00(pm) PST in DOABA Foundation Office, House No. 02, and New Model City behind DAEWOO Cargo Office near the model town, bypass road 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, (i.e. DF/FL-NR-PK-2024 006 /IFT-01);
 - 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 # 061-6212857& 6216209

1. Supplier information

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted in sections 1.1 and 1.2 below is true and complete.

Information about your business

Please provide the following information about your business and attach a copy of your company's legal registration document if available.

Business name	
Legal form <i>If the supplier is not a registered company, write "not registered."</i>	
Year founded	
Country where established	
VAT or registration number	
Bank details <i>Include the account holder's name, bank name, IBAN, SWIFT code, and currency used.</i>	
Physical address, email address, and website	
Contact Sales and marketing	
Range of products and services provided (Portfolio)	
Other information	

Managingofficial1			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(given name followed by middle and surname)</i>			
Gender <i>(optional)</i>			
Birth date	Date:	Month:	Year:
Managingofficial2			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum ,country of residence)</i>			
Gender <i>(optional)</i>			
Birth date	Date:	Month:	Year:
Managingofficial3			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum ,country of residence)</i>			
Gender <i>(optional)</i>			
Birth date	Date:	Month:	Year:
Managingofficial4			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum ,country of residence)</i>			
Gender <i>(optional)</i>			
Birth date	Date:	Month:	Year: