

## Tender Reference ACDS/LPU/12/2021

### (I) TENDERING

1. Tender dossier can be downloaded from our website [www.awazcads.org.pk](http://www.awazcads.org.pk). Tender forms, instructions, price schedule and acknowledgement included in tender dossier must be strictly followed otherwise the tender offers will not be considered.
2. Sealed Tender offers must be sent by registered post and sealed samples will be submitted before 5:00 pm on 24-12-2021 to following address **Awaz Foundation Pakistan: Centre for Development Services National secretariat, 1st Floor- Apartment # 3rd & 4th Akbari plaza MPCHS E-11/1 Islamabad**. Any tender /sample received after the closing date/time will disqualify the tender process.
3. Sealed envelope and Sample should be marked with following text:

**Tender Reference ACDS/LPU/12/2021”**

**“Confidential”**

**“Tender Committee”**

4. Visibility & Packing of Tool Kit Items and Safety will be the responsibility of Supplier.
5. Price of the mentioned items must be inclusive all applicable taxes, Labelling, Packing, Loading and transportation cost in District Sukkar.

### **II. SELECTION AND AWARD CRITERIA**

1. To accept or reject the tender is the responsibility of the Tender Evaluation Committee, decision of which shall be final.
2. After fulfilling all necessary requirements as per tender dossier the tender evaluation committee will award the contract on the basis of the following criteria:
  - Price of Products/Items
  - Ability to fulfill the delivery schedule
  - Credibility of the company and its capacity to fulfill the content of the tender
  - Quality of the products/Items
  - Delivery Time
3. The Tender Committee shall not be bound to accept the lowest price or any tender.
4. Awarded Tenderer will be notified by Letter of Acceptance within 4 working days after the awarding process is over.
5. The decision of Tender Committee shall be final.
6. Suppliers must submit sample for inspection in consideration of tender evaluation committee along with Tender.

### III. GENERAL CONDITIONS

- The Tenderer shall bear all costs associated with the preparation and submission of their Tender, AwazCDS-Pakistan will in no case be responsible or liable for such costs.
- Awaz Foundation Pakistan: Centre for Development Services will enter into a Contract by signing of Agreement with the successful Tenderer within 10 days following the Letter of Acceptance. Until the parties come into such an agreement, all conditions given in the Tender Document are binding on both parties.
- **Tender shall consist of following documents**
  1. A quotation on supplier firm or company letter Head by keeping in view attached price schedule of Lot.
  2. Letter of Acknowledgement (attached in this document)
  3. NTN Number
  4. Bank Statement
  5. All required documents must be filled.
  6. Firm Registration Certificate
  7. 1 complete sample of toolkit
  8. Company's Profile
- Awaz Foundation Pakistan: Centre for Development Services reserves the right to cancel the tender without assigning any reason thereof.
- The work must be undertaken in accordance with all relevant rules, regulations and statutes currently in force in Pakistan.
- Delivery period must be mentioned in offer.
- 50% payment will be made before and 50% after completion of supply of all items to the satisfaction of the stated quantity, quality and specification after the deduction of all applicable taxes
- Please note that this is only an invitation to tender and no commitment on behalf of AwazCDS-Pakistan
- All registered firms with government, semi government or autonomous bodies of Sukkar can participate in tender.

#### **iv. GROUND OF EXCLUSION**

AwazCDS-Pakistan shall exclude from participation in tender process, Tenderers falling into any of the following cases:

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgment that has the force of res judicata;
- They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
- They have not fulfilled obligations relating to payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- If they found directly or indirectly involved in terrorist activities

Contracts shall not be awarded to candidates or tenderers who, during the procurement procedure:

- Are subject to a conflict of interest;
- Are guilty of misrepresentation in supplying the information required by the humanitarian organization as a condition of participation in the contract procedure or fail to supply this information.

**Annexure I:**  
**Tool Kits Details**

<b>S#</b>	<b>Tool Kit Name</b>	<b>Tool Kit item</b>	<b>Specifications</b>	<b>Required Quantity for District Sukkar</b>
<b>1</b>	<b>Toolkit for school going children</b>	<b>School Bag</b>	four color message printing size (8/5 inches) on school bag on panaflex 3d.	<b>3000</b>
		<b>Sharpener</b>	<b>Quality as Piano</b>	<b>3000</b>
		<b>Eraser</b>	<b>Quality as Dux</b>	<b>3000</b>
		<b>Lead Pencil</b>	<b>HB lead pencil</b>	<b>3000</b>
		<b>Work Sheet/ Copy</b>	<b>(3in1- Urdu, Math, English)</b>	<b>3000</b>

## Annexure II:

Price Schedule Tool Kits							
S#	Tool Kit Name	Tool Kit item	Specifications	Required Quantity for Sukkar	Price of One Tool Kit inclusive all applicable Tax, Labelling, Packing loading and Transportation Cost in District Sukkar	Total Price of 3000 Tool Kits inclusive all applicable Tax, Labelling, Packing loading and Transportation Cost in District Sukkar	Delivery time after PO
	Sharpener	Quality as Piano	3000				
	Eraser	Quality as Dux	3000				
	Lead Pencil	HB lead pencil	3000				
	Work Sheet/ Copy	(3in1- Urdu, Math, English)	3000				
<b>Total Amount</b>							
Bidder should sign and stamp.							

### Annexure III:

#### ACKNOWLEDGMENT

I, the undersigned *[name of the person]*, *[title of the person]*, declare on my honor that the company *[name]* and the members of its Executive Board members have not found themselves or have not been in any of the following situations:

Candidates or tenderers will be excluded from participation in a procurement procedure if below given criteria is otherwise:

- a) We are not bankrupt or being wound up, we are not having affairs administered by the courts, we have not entered into an arrangement with creditors, we do not have suspended business activities,
- b) We have not been convicted of an offence concerning our professional conduct by a judgment that has the force of res judicata;
- c) We have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
- d) We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) We have not been the subject of a judgment that has the force of res judicata for fraud, corruption, involvement in a criminal or terrorist organization or any other illegal activity detrimental to the Communities' financial interests;
- f) Following another procurement procedure or grant award procedure financed by any NGO/INGO/business, we have not been declared to be in serious breach of contract for failure to comply with its contractual duties.
- g) We are not engaged in the employment of children.
- h) We are not involved directly or indirectly in any terrorist activities and we are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations. We are not on any list of sanctioned parties issued by the Pakistan Government.

Signed on ... / ... / 2021 at .....

On behalf of .....

Name:.....

Signature: .....