

**Tender Number: HOPE'87PAKISTAN/2016/04/STDP 3/001**

**“A Safer Tomorrow – Institutionalizing disaster preparedness in education sector (STDP 3)”  
District Malakand, Chitral & Nowshera, Province Khyber Pakhtunkhwa, Pakistan.**

**IMPORTANT NOTE:**

The tender is open for legal entities **ONLY** who have proven working experience in supplies and printing with Elementary & Secondary Education Department (E&S ED), KPK or any of its sub department like Provincial Institute of Teachers Education (PITE) and Directorate of Curriculum & Teachers Education (DCTE).

**General Description:**

This project is co financed by European Commission Humanitarian Aid and Civil Protection (ECHO), Austrian Development Cooperation (ADC) and HOPE'87. The project is being implemented by HOPE'87 Pakistan in District Malakand, Chitral & Nowshera, Province Khyber Pakhtunkhwa, Pakistan.

**Tender Description:**

It is required to print set of school safety manual & material (**details given under technical specifications**) developed in consultation with Department of Elementary & Secondary Education KPK and Provincial Disaster Management Authority (PDMA), KPK. The printed material as above shall be utilized during the trainings for master trainers & education managers at district level and further for the training of teachers all across province. The Standard Operating Procedures (SOPs) booklet for natural & man-made hazards included in the printed material will be distributed to all the schools in KPK.

**Tender Specification:**

1. General Conditions
2. Technical Specifications

## GENERAL CONDITIONS

1. Bidder should be registered with the income tax and sales tax department.
2. Bidder must submit a sample of equal quality as mentioned under “Tender Specifications” below. The sample shall be deemed the property of HOPE'87 Pakistan and shall not be returned to the bidder. Any bid without samples is liable to be rejected.
3. Bid should be inclusive of all taxes and transportation charges for delivery at HOPE'87 Peshawar office.
4. Bid shall be submitted for each category of printing item given under table A “Technical specifications”.
5. **A bid security equal to 2% of total bid amount in the form of demand draft / pay order from any scheduled bank favoring “HOPE'87 Pakistan” shall accompany the bid. Any bid received without bid security shall be rejected. Bid security other than the form mentioned above shall not be acceptable and shall render the bid invalid.**
6. A 5% performance security shall be withheld from each payment.
7. Advance money is payable against appropriate bank guarantee only. Any advance money requirement may be intimated by the bidders.
8. All payments will be made within 45 days of delivery after deduction of applicable withholding taxes.
9. Performance security will be released within 60 days of successful completion of contract.
10. Partial deliveries are allowed but the delivery must end on or before **May 31, 2016**.
11. Agreed delivery time should be strictly followed.
12. In case of breach / delay in delivery, a penalty of 0.1 % of unit cost per day for delayed units shall be imposed. If the delivery is not made within 10 days of agreed delivery time, the contract can be suspended or cancelled at the sole discretion of HOPE'87 and all monies due to the candidate / supplier forfeited. HOPE'87 will be at liberty to award the contract for any remaining unsupplied quantities to any other parties at the risk and cost of the supplier.
13. The general conditions should be read together with the technical specifications.
14. Inspection of goods by HOPE'87 shall be done before delivery.
15. In case of dispute between the parties, the same shall be referred for arbitration as per the Arbitration Act in vogue in Pakistan.
16. The Bidder can also mention any specific condition, which shall be taken into consideration before the award of supply orders.
17. Quantities may vary (increased or decreased by 50%) at the time of purchase order.
18. The country of origin of the good should be mentioned.
19. Any damages during transit shall be the responsibility of the bidder. The bidder is required to insure the goods during transit at their own cost.
20. Prices should be valid for a period of minimum 60 days from the date of submission of tender.

21. The Bidder must be clear from the US sanction list.
22. After the award of the contract the CONTRACTOR (Bidder) shall give the HOPE'87 or any other organization authorized by the HOPE'87 access to any location where the material items are printed and assembled as per the CONTRACT and to all documents and information, including information in electronic format, necessary to assess, or audit the implementation of the CONTRACT. After notification, the audit missions by BUYER'S (HOPE'87) representatives should be planned and completed in a collaborative manner between the CONTRACTOR (Bidder) and BUYER'S (HOPE'87) representatives.
23. The Bidder shall ensure that he/she gives the same access, especially with regard to financial and accounting documents to the DONOR representatives as the BUYER.
24. The bidder undertakes and acknowledges to practice sound business ethics, including but not limited to:
  - Promote fair, ethical and legal trade practices (including transportation and cargo);
  - Ensure that no child labor is in any case involved by producing the goods or services;
  - Everything possible is done to ensure no fraud or corruption in any case in line with the BUYER'S policy on fraud and corruption which has a commitment to "zero tolerance with fraud and corruption".
  - Ensure that the operations of the producer of goods, supplies, works or the service provider (as the case may be) are environment friendly.
  - Ensure compliance to humanitarian principle of neutrality;
  - Accord prompt and courteous reception in an atmosphere of good faith and equal treatment, devoid of intentional misrepresentation;
  - Treat all information received from BUYER in the strictest confidence. Guarantee the confidentiality of all specifications and price quotations received;
  - Decline to take advantage of BUYER'S errors and show cooperation;
  - Avoid causing needless expenses or inconvenience when requesting offers/proposals;
  - Declare "for information purposes only" if the request will not result in the award of a contract;
  - Ensures that HOPE'87 remains absolutely free from any obligations to any vendor;
  - Everything possible is done to ensure no fraud or corruption in any case;
  - Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with the BUYER.
25. In case of grievance bidders can contact HOPE'87 HQ up to two weeks after termination of the tender period under the following e-mail address, by stating PK and the tender number:  
[educonsu@outlook.de](mailto:educonsu@outlook.de).

26. The HOPE'87 anti-fraud policy and the HOPE'87 complaints procedures governing this tender can be obtained by emailing at [info@hope87.org](mailto:info@hope87.org) from HOPE'87 Pakistan up to two weeks after the tender period.
27. HOPE'87 reserves the right to select one or more Bidder, part of offer of selected tender or without explanation cancel the tender without selecting any offer. The tender announcement or advertisement is not the offer for procurement in legal understanding of law and cannot be a base to lodge any claims or complaints against ECHO, ADC or HOPE'87.

## TECHNICAL SPECIFICATIONS

### A: School Safety Manuals & Material

Sr. No.	Description	Qty	No. of pages	Unit
1	<b>Standard Operating Procedure Booklet (Urdu)</b> Cover page (4-color printing of 300 grams) Inner page (one color printing of 80 grams)	50,000	28	Booklet
2	<b>Training Manual for Education Managers</b> Print Ready copy to be provided Size: 8.38"x10.88" Inside Pages on 80 gm Paper Title 300 gm Printed in four color	300	80	Manual
3	<b>Pakistan School Disaster Management Manual (Five Days)</b> Print Ready copy to be provided Size: 8.38"x10.88" Inside Pages on 80 gm Paper Title 300 gm Printed in four color	250	80	Manual
4	<b>Pakistan School Disaster Management Handouts (Five Days)</b> Print Ready copy to be provided Size: 8.38"x10.88" Inside Pages on 80 gm Paper Title 300 gm Printed in four color	250	64	Manual
5	<b>Pakistan School Disaster Management Manual (Two Days)</b> Print Ready copy to be provided Size: 8.38"x10.88" Inside Pages on 80 gm Paper Title 300 gm Printed in four color	29,000	60	Manual
6	<b>Pakistan School Disaster Management Handouts (Two Days)</b> Print Ready copy to be provided Size: 8.38"x10.88" Inside Pages on 80 gm Paper Title 300 gm Printed in four color	29,000	76	Manual

**Required Submissions:**

Following are required to be submitted:

1. A detailed offer as per attached quotation format on the official letter head of the organization duly signed by its authorized personnel (two sets).
2. Bid security equal to 2% of total bid amount from any scheduled bank in form of pay order/bank draft favoring HOPE'87 Pakistan.
3. Bidders' profile together with documentary evidence of past experience.
4. Copy of NTN, Sales tax registration, incorporation/registration certificates and any exemption if applicable.
5. A sample of printed manual/booklet as per the provided technical specifications (Any bid without samples (4-color printed manual/booklet and 1-color printed manual/booklet) will be rejected. The submitted sample shall be non-returnable and will remain in custody of HOPE'87, whether a bid is selected or rejected.

**The envelope should be clearly marked "TENDER — Printing of School Safety Manual & Material".**

**Submission deadline:**

The duly filled and signed tenders should reach the undersigned latest by ***Monday, 12th April, 2016; 1200 hours Pakistan Time*** at the following address:

**Director Operations  
HOPE'87 Pakistan  
House # 15-A, Street 62, G-6/4, Islamabad  
Pakistan**

Any offer received after the time and the date mentioned herein above will not be a valid bid and shall stand rejected.

### **Packaging and Delivery Plan:**

Each of the above mentioned manual/booklet should be sealed in a water proof envelop and then a uniform number packed in an appropriate identical box carton. No separate costs shall be paid for the cartons and are deemed to be included in the price of the items. The cartons shall bear stickers of colored logos of ECHO, HOPE'87, ADC &

Education Department KPK with the description of each category of manuals & material on 2 sides of the boxes. The packaging should allow for efficient storage of goods without chances of any damage.

All the material shall be delivered at **HOPE'87 Peshawar Office**, House # C-8, Usman Lane, Old Bara Road, University Town, Peshawar, Pakistan, **starting from April 25, 2016 and ending by May 31, 2016.**

### **Evaluation Criteria**

1. Bidders are required to submit the above mentioned documents and one sample of the quoted material which needs to be technically qualified. Technical qualifications means strict compliance with technical specification with respect to quality of printing & paper as mentioned under Table A - School Safety Manuals & Material below.
2. Award will be made on **Lowest Price Basis** among the qualified bidders.