



Tender Number: AcCESS/2021/10/004

NOTE: The tender is open for any legal persons with proven track record and experience in Event management including provision of food & catering services and preferably have a license certificate for Food Safety and Halal Food issued by the “KP FOOD SAFETY & HALAL FOOD AUTHORITY¹”, at multiple locations preferably in training events, workshops and seminars in Khyber Pakhtunkhwa (KP).

General Description:

The project Access for Out of School Children to Education and Safe Schools in Pakistan (AcCESS) is co-funded by European Civil Protection and Humanitarian Aid Operations (ECHO), Austrian Development Cooperation (ADC) and HOPE'87. HOPE'87 is implementing the project together with Elementary & Secondary Education Foundation (E&SEF) and Merged area Education Foundation (MaEF) in Khyber Pakhtunkhwa Province.

Tender Description:

It is required to procure services of any qualified legal person for event management including provision of food & catering services under the aforementioned project in different Districts of Khyber Pakhtunkhwa for different project activities.

The tender documents comprise of the following:

- 1.General Conditions
- 2.Technical Specifications
- 3.Annex A Checklist
- 4.Annex B Price quotation form

GENERAL CONDITIONS

1. BIDDER ELIGIBILITY:

- 1.1. One Bidder one bid rule applies.
- 1.2. Bidder shall preferably be registered with the income tax and sales tax department/KPRA whichever is applicable and with active tax-payer status. Rates shall be inclusive of all taxes. Exemption from taxes will only be considered valid if valid exemption certificate from concerned offices of FBR is provided. Applicable withholding taxes will be deducted from the quoted rates by the bidders.
- 1.3. Bid must be accompanied with the bidder's profile together with documentary evidence of past experience and/or certificates.
- 1.4. The Bidder must be clear from the US sanction list and NACTA Pakistan.
- 1.5. 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 labour 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, sexual harassment 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, MEF and E&SEF and donors remain 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.

2. GUIDANCE/CONDITIONS FOR BID:

- 2.1. The currency of the bid shall be Pakistani Rupee.
- 2.2. Overwriting/cross outs/correction fluid will render the bid invalid.
- 2.3. The bids must be submitted in sealed envelopes. Bid in an unsealed envelop may be treated as invalid bid.
- 2.4. The rates/price shall be quoted on FOR SITE basis. The price quoted shall cover all obligations till the destination for delivery including but not limited to all the applicable taxes.
- 2.5. Costs involved in the preparation of the bid shall be the sole liability of the bidder and under no circumstances a claim for reimbursement of the same will be entertained by HOPE'87 or its partners.
- 2.6. No bid can be withdrawn after the submission deadline mentioned here-in-below. Any such request will result in forfeiture of the bid security.
- 2.7. **A bid security equal to PKR 50,000 in the form of demand draft/pay order from any scheduled bank favoring "Hundreds of Original Projects for Employment (HOPE'87)" 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.**
- 2.8. Prices quoted should be valid for a period of minimum 60 days from the date of submission of tender.
- 2.9. The Bidder can also mention any specific condition, which shall be taken into consideration before the award of supply orders.



3. BID OPENING & EVALUATION:

- 3.1. The bids shall be evaluated within 45 days of the submission deadline.
- 3.2. During evaluation after opening of bids till the award of the contract HOPE'87 shall be at liberty to correct any arithmetic error/discrepancy detected and re-calculate the price. In the event of a calculation error, the unit price will prevail. The corrected total shall be the bid price. HOPE'87 however does not take any responsibility if such an error/discrepancy remains undetected during the evaluation of bid.
- 3.3. 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 basis to lodge any claims or complaints against ECHO, ADC, E&SEF, MEF and HOPE'87.
- 3.4. A formal contract shall be signed with the successful bidder. All unsuccessful bidders will be informed about their fate. **No explanation shall be provided as to the reason for being unsuccessful.**
- 3.5. Bid bonds shall be returned to the unsuccessful bidders or in the event of cancellation of the bid. No claim shall be entertained in the event of cancellation.

4. PAYMENT & OTHER TERMS WITH SELECTED PARTY:

- 4.1. The rates quoted by successful bidder will remain valid **till March 31, 2023.**
- 4.2. Quantities may vary (increased or decreased by any percentage as required at the time of contract/purchase order. Items may also be dropped altogether at the time of contract/purchase order. **No claim financial or otherwise will be accepted in this regard.**
- 4.3. Mutually agreed partial deliveries are allowed.
- 4.4. Purchase Order will be issued with specific details of activity including No. of persons, No. of batches, date of delivery, total No. of days per event and districts.
- 4.5. In case of breach/delay in delivery caused by selected party, a penalty of 10% of the unit cost per hour for delayed units shall apply. If the delivery is not made on time the contract can be suspended or cancelled at the sole discretion of HOPE'87 and all monies due to the party shall be forfeited. HOPE'87 will be at liberty to procure the delayed items or award the contract for any remaining unsupplied quantities to any other party at the risk and cost of the selected party.
- 4.6. **Payments shall be made according to the attendance sheets duly signed by the participants for events as maintained by HOPE'87 and/or verified by its staff.**
- 4.7. All payments will be made within 45 days of submission of an invoice with required documents after delivery on deduction of applicable withholding taxes.
- 4.8. The bid security of the successful bidder shall be converted into a performance security which will be released within 90 days after completion of the contract. Additional 5% performance security shall be withheld from each payment.
- 4.9. Additional Performance security will be released within 45 days of successful completion of each purchase order.
- 4.10. Random pre-serving inspection of food by HOPE'87 and/or MaEF/E&SEF can be carried out at the site of supplier who shall facilitate all such inspections.
- 4.11. Any damages during transit shall be the responsibility of the bidder. The bidder must take all necessary measures during transportation, loading, unloading etc for the



safety of the food and food items.

5. OTHER TERMS

- 5.1. The HOPE'87 anti-fraud policy and the HOPE'87 complaints procedures governing this tender can be obtained by emailing at ahmed@hope87.org from HOPE'87 up to two weeks after the tender period.
- 5.2. 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.
- 5.3. Any queries in regard to this tender can be sent to kiran@hope87.org by October 19, 2021; response to all queries will be uploaded on HOPE'87 website latest by October 22, 2021. Individual response to queries will not be sent to any party.
- 5.4. After the award of the contract the CONTRACTOR (Bidder) shall give the HOPE'87 and donors or any other organization authorized by the HOPE'87 access to any location where the food items are cooked and stored 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.
- 5.5. The general conditions should be read together with the technical specifications and Annexes A and B.
- 5.6. In case of dispute between the parties, the same shall be referred for arbitration as per the Arbitration Act in vogue in Pakistan.

TECHNICAL SPECIFICATIONS:

1. FOOD

1.1. Food Menu

The food menu will be as follow.

1.1.1. Food Menu:

- a) Lunch shall have following items:
 - i. Chicken Biryani/Karhai with roti/naan (on alternate days)
 - ii. Vegetable/Beans
 - iii. Raita
 - iv. Salad
- b) Evening Tea: Tea ONLY

1.1.2. Hi Tea Menu:

- a) Hi-tea shall have following items:
 - i. Tea
 - ii. Samosa
 - iii. Cookies/Cake



2 SERVING ARRANGEMENTS FOR FOOD

- 2.1.** The bidder will make arrangements for the serving of the food in a timely and orderly manner with proper arrangements for the number of participants at each location. The bidder has the liberty to propose any of the arrangements as per their convenience, including but not limited to a) disposable plates, cups, glasses and crockery, b) china plates, cups, glasses and metal crockery, c) metal plates, cups, glasses and crockery, d) a combination of any of the aforementioned options together with the serving dishes, warming arrangements, tables and table covers and paper napkins.
- 2.2.** If the bidder opts for option (a) above of disposable plates, cups, glasses and crockery, the bidder must ensure that these are of (i) food grade quality (ii) the used plates, cups, glasses and crockery are disposed off, off-site in an environmentally friendly manner.
- 2.3.** If the bidder opts for option (b) or (c) above and any serving dishes must be washed and cleaned as per the rules and regulations of the KP FOOD SAFETY & HALAL FOOD AUTHORITY.

3. HEALTH AND HYGIENE

- 3.1.** The bidder must ensure the minimum health and hygiene standards as per the requirements of the KP FOOD SAFETY & HALAL FOOD AUTHORITY at all times.

4. HALL

- 4.1.** Hall facility shall include chairs, tables, heating/cooling system as available in the district, generator plus stationery (per hall) for trainers i.e. 01 white board, 15 colour & 25 white charts, 4 markers and 4 paper tapes.

5. STATIONERY FOR TRAINEES/PARTICIPANT

- 5.1.** Medium size drafting pads, ball point and plastic clear bag for each trainee/participant.

6. TIMELINES:

- 6.1.** The events will be conducted during November 2021 to March 2023.



Required Submissions:

Following are required to be submitted:

1. A financial bid as per attached financial quote format (Annex B) on the official letterhead of the organization duly signed by its authorized personnel (two sets).
2. Financial bid as per attached financial quote format (Annex B) in electronic format copied in a USB.
3. Bid security equal PKR 50,000 from any scheduled bank in form of pay order/bank draft favouring “**Hundreds of Original Projects for Employment (HOPE'87)**”.
4. Signed copy of General Conditions & Technical Specifications.
5. Bidder's profile together with documentary evidence of past experience/certificates.
6. Copy of NTN, sales tax registration, incorporation/registration certificate, any exemptions, if applicable
7. Certificate from the bank confirming financial health and worthiness of the company along with bank statement of last two year.
8. A licence certificate confirming that all the foods served are Halal. The licence certificate can be in the name of Bidder or in the name of other entity with clear proof of relationship with the bidder duly endorsed by the holder of the licence. The licence certificate must meet the compliance requirements as per the KP Food Safety and Halal Food Regulations 2018, as published by the “KP FOOD SAFETY & HALAL FOOD AUTHORITY”.

Annexures:

1. Checklist Form (Annex A)
2. Financial Quote Format (Annex B)

NOTE: The financial bid should be submitted along with the checklist form in sealed envelope. Based on the checklist form, only bidder's submitting complete documents will be evaluated.

The sealed envelope should be clearly marked “**Tender Number: AcCESS/2021/10/004**”

Submission deadline:

The duly filled and signed tenders should reach (can be delivered by hand or through courier) the undersigned latest by **OCTOBER 28, 2021 by 5:00 PM;** at the following address:

**Hundreds of Original Projects for Employment (HOPE'87),
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.



Evaluation Criteria:

The bids shall be evaluated as per the following criteria:

1. A compliant bid i.e. all necessary documents are submitted.
2. Technically compliant bid i.e. strict compliance with proposed menu and items.
3. Geographical Coverage.
4. Award will be made on **Lowest Price Basis** among the qualified bidders.