

Tender Number: AcCESS/2021/10/002

General Description:

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

Tender Description:

It is required to procure supplies for community schools under the aforementioned project in different Districts of Khyber Pakhtunkhwa. Delivery is required in the provincial /field offices of MEF/E&SEF/HOPE'87.

The tender documents comprise of the following:

1. General Conditions
2. Technical Specifications
3. Annex A Checklist
4. Annex B Financial quote format

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. Bidder must submit a sample of equal quality as mentioned under "Tender Specifications" below. Any bid without samples is liable to be rejected.
- 2.5. The rates/price shall be quoted on FOR SITE basis. The price quoted shall cover all obligations till the destination for delivery (i.e. provincial /field offices of MEF/E&SEF as per Annex B) including but not limited to all the applicable taxes.
- 2.6. 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.
- 2.7. No bid can be withdrawn after the submission deadline mentioned here-in-below. Any such request will result in forfeiture of the bid security.
- 2.8. **A bid security equal to 2% of the total bid amount 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.**
- 2.9. Prices quoted should be valid for a period of minimum 60 days from the date of submission of tender.
- 2.10. 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.
- 4.3. Mutually agreed partial deliveries are allowed.
- 4.4. In case of breach / delay in delivery, a penalty of 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.
- 4.5. All payments will be made within 45 days of submission of an invoice with required documents after delivery on deduction of applicable withholding taxes.
- 4.6. The bid security of the successful bidder shall be converted into a performance security which will be released within 90 days of successful completion of contract. Additional 5% performance security shall be withheld from each payment.
- 4.7. Performance security deducted at 5% will be released within 45 days of successful completion of relevant purchase order.
- 4.8. Random pre-shipment inspection of goods by HOPE'87 and/or MEF/E&SEF can be carried out at the premises of the bidder who shall facilitate all such inspections.
- 4.9. The final quality tests shall be applied to the delivered goods in whole or in sample at the provincial /field offices of MEF/E&SEF where their authorized person shall issue an inspection report. The supplier shall replace the goods which do not pass the tests within 7 days as agreed upon in the conditions of contract at their own costs.
- 4.10. The successful bidder shall stand warranty of the goods supplied for at least a period of 90 days from the successful completion of the contract. Warranty shall cover the damages that remained hidden at the time of delivery. The supplier shall be obligated to replace the damaged goods within 10 days of intimation at their own costs.
- 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 supplies. The bidder is required to insure the goods during transit at their own cost.





5. OTHER TERMS







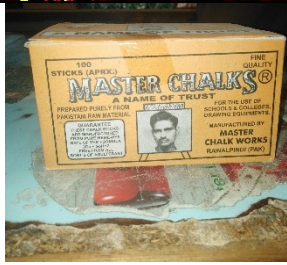
- 5.1. The HOPE'87 anti-fraud policy and the HOPE'87 complaints procedures governing this tender can be obtained by emailing at ahmed@hope87.org from HOPE'87 up to two weeks after the tender period.
- 5.2. In case of grievance bidders can contact HOPE'87 HQ up to two weeks after termination of the tender 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, MEF and E&SEF or any other organization authorized by the HOPE'87 access to any location where the supplies are 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 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.

6. TECHNICAL SPECIFICATIONS:

This section contains the technical specifications of the supplies;

S. No.	Item	Qty	Specification	Material	Picture
1	Chair	716	18'' X 18''	Sheesham wood with plastic cane webbing on back and seat	
2	Black board	716	3' x 4'	Wooden + Steel stand Fine lamination	
3	Soft board	716	3' x 2'	Standard notice board with aluminium frame edging and green coloured fabric/felt	
4	Water cooler	358	28 Litres	Fine plastic Rahber or Royal Delux brand or equivalent	



S. No.	Item	Qty	Specification	Material	Picture
5	School bell	358	Standard school bell	Pure steel	
6	Wall clock	358	Round shaped - Medium size 12'' Dia	Plastic Casio or equivalent	
7	Plastic mats	1,074	12'x18'	Woven Plastic Chatai	
8	School sign board	358	2' x 3'	Tin board	
9	Chalk box	3,580	100 Pieces in each box	White dustless chalk	



S. No.	Item	Qty	Specification	Material	Picture
10	Duster	716	Normal size	Standard design, wooden or plastic with cleaning or absorbent fabric	
11	Attendance register	358	70 Pages, Size; 17" x 13.5" 80-gram paper	Paper, hard binding	
12	Log book	358	70 Pages, Size; 17" x 13.5" 80-gram paper	Paper, hard binding	
13	Student Chair	600	Thickness: 0.75 to 1 Inch, Height: 18 Inch	Fine Wood (local name: Shawa)	

Note: The above pictures are indicative only and do not refer to any specific brand. The bidders are free to quote for any brand of their choice the meet the requirements.

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 to **2% of total bid amount** from any scheduled bank in form of pay order/bank draft favoring **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 and any exemptions, if applicable.
 7. A sample of items along with coloured pictures as per the provided technical specifications (Any bid without samples will be rejected). Samples from unsuccessful bidder and successful bidder will be returned on release of the bid security and performance security respectively. For record purposes pictures (signed and stamped by the parties) of the sample will be retained.
 8. Certificate from the bank confirming financial health and worthiness of the company along with bank statement of last two year.

Annexures:

1. Checklist Form (Annex A)
2. Annex B – Financial quote format

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 "**TenderNumber:AcCESS/2021/10/002**"

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/samples are submitted.
2. Technically complaint bid i.e. strict compliance with technical specification with respect to quality of supplies mentioned under technical specifications.
3. Warranty.
4. Award will be made on **Lowest Price Basis** among the qualified bidders.