



Tender Number: AcCESS/2021/10/003

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 Elementary & Secondary Education Foundation (E&SEF) and Merged Areas Education Foundation (MEF) in Khyber Pakhtunkhwa Province.

Tender Description:

It is required to procure stationery under the aforementioned project. Delivery is required in the country office /field offices of HOPE’87 in Islamabad and Peshawar respectively.

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 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. Purchase Order will be issued with specific details including date of delivery.
- 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 the 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.** 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 material. ***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 and donors or any other organization authorized by the HOPE'87 access to any location where the materials 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.

TECHNICAL SPECIFICATIONS:


Lot 1: Stationery for Office Consumption

Sr.#	Item Description	Preferred Brand	Unit	Estimated Quantity to be Purchased till March 31, 2023
1	AA legal size (Double A) Ream 80 grams	AA or equivalent	Ream	50
2	AA A4 size (Double A) Ream 80gm	AA or equivalent	Ream	500
3	Colored Pages -A4 size	AA or equivalent	Packet	20
4	Envelope legal size (white)	Local	Envelope	1500
5	Envelope A/4 size (white)	Local	Envelope	5000
6	Envelope small size (white)	Local	Envelope	10000
7	Box files (Blue, Black, Red, Green, Grey, Pink and Purple)	Rex/Alba or equivalent	File	1000
8	Narrow back files	Rex/Alba or equivalent	File	500
9	Ring file	Rex/Alba or equivalent	File	500
10	L-shape folder	Rex/Alba or equivalent	File	1000
11	Plastic fiber file folder	Rex/Alba or equivalent	File	500
12	Strips files	Rex/Alba or equivalent	File	1000
13	File Separator Set , Card (Punched Minimum 10 Separator per Set)	Alfalah or equivalent	Set	500
14	File Separator Set , Plastic (Punched Minimum 10 Separator per Set)	Alfalah or equivalent	Set	100
15	Writing pad, A-4 size	Lucky or equivalent	Pad	500
16	Writing pad small	Lucky or equivalent	Pad	4000
17	Paper cutter-(Large)	Kw- Trio or equivalent	Cutter	200
18	Paper cutter (Medium)	Kw- Trio or equivalent	Cutter	200
19	Paper cutter (Small)	Kw- Trio or equivalent	Cutter	100
20	Binder clip 51mm (Packet containing minimum 10-12 clips)	Diamond or equivalent	Packet	500
21	Binder clip 41mm (Packet containing minimum 10-12 clips)	Diamond or equivalent	Packet	500
22	Binder clip 32 mm (Packet containing minimum 10-12 clips)	Diamond or equivalent	Packet	500
23	Binder clip 25 mm (Packet containing minimum 10-12 clips)	Diamond or equivalent	Packet	500
24	Binder clip 19 mm (Packet containing minimum 10-12 clips)	Diamond or equivalent	Packet	500


25	Binder clip 15 mm (Packet containing minimum 10-12 clips)	Diamond or equivalent	Packet	500
26	Paper clip (large) Packet containing 100 clips	Three Flower or equivalent	Packet	200
27	Paper clip (medium) Packet containing 100 clips	Three Flower or equivalent	Packet	200
28	Scotch tape 2" (Olympia or equivalent	Tape	50
29	Scotch tape 1" (Scotch)	Olympia or equivalent	Tape	50
30	Brown tape 2"	NichiBan or equivalent	Tape	50
31	Binding Tape 2"	Sensa or equivalent	Tape	20
32	Paper Tape 1"	Olympia or equivalent	Tape	100
33	Paper Tape 1/2"	Olympia or equivalent	Tape	50
34	Tape dispenser 1"	KW Trio or equivalent	Dispenser	50
35	Tape dispenser 1/2"	KW Trio or equivalent	Dispenser	50
36	Board markers	Dollar or equivalent	Marker	50
37	Permanent markers	Mercury or equivalent	Marker	50
38	Glue stick large	UHU or equivalent	Glue	500
39	Glue stick medium	UHU or equivalent	Glue	250
40	Sticky notes, multi colors 3"x3"	Eagle or equivalent	Packet	200
41	Sticky Flag 1/2"x1/2"	Eagle or equivalent	Packet	200
42	Sticky Flag Plastic (Aero Shape)	Eagle or equivalent	Packet	200
43	Spiral Note book diary	Lucky or equivalent	Diary	50
44	Calculator (large)	Casio or equivalent	Calculator	20
45	Calculator (medium)	Casio or equivalent	Calculator	10
46	Correction fluid	KITA/ Pelikan or equivalent	One tube	100
47	Stapler machine (Heavy Duty)	KW Trio or equivalent	Stapler	10
48	Stapler machine (large)	KW Trio or equivalent	Stapler	10
49	Stapler machine (medium)	KW Trio or equivalent	Stapler	100
50	Stapler machine (small)	KW Trio or equivalent	Stapler	20
51	Stapler pins (Heavy Duty)-23/8	M&G or equivalent	Packet	50
52	Stapler pins (Heavy Duty)-23/10	M&G or equivalent	Packet	50
53	Stapler pins (Heavy Duty)-23/13	M&G or equivalent	Packet	50
54	Stapler pins (Heavy Duty)-23/15	M&G or equivalent	Packet	50
55	Stapler pins (Heavy Duty)-23/17	M&G or equivalent	Packet	50
56	Stapler pins (Heavy Duty)-23/20	M&G or equivalent	Packet	50
57	Stapler pins (Heavy Duty)-23/23	M&G or equivalent	Packet	50
58	Stapler pins (Heavy Duty)-23/24	M&G or equivalent	Packet	50
59	Stapler pins 24/6	Dollar/ Sun wood or equivalent	Packet	1000
60	Stapler pins (small)	Sunwood or equivalent	Packet	100
61	Steel ruler	Local or equivalent	Ruler	100
62	Sharpeners Machine (large)	KW Trio or equivalent	Sharpener	50
63	Sharpeners Machine (medium)	KW Trio or equivalent	Sharpener	20

64	Sharpeners Machine (small)	Local	Sharpener	50
65	Erasers	Pelikan AL-30 or equivalent	Eraser	100
66	Pencil (Packet containing 12 pencils)	HB, Goldfish Autocrat or equivalent	Packet	200
67	Ball point (Blue, Black, Green Red)	Picasso, Oria, or equivalent or equivalent	Pen	500
68	Jel pen (Bkue, green, Red)	Uni ball or equivalent	Pen	100
69	Pointer (Black, Red, Blue & Green)	Dollar or equivalent	Pen	200
70	Pen holder	Local	Register	30
71	Visitor Entry register	Local	Register	5
72	Inventory register	Local	Register	5
73	Punch Machine -Large	KW Trio or equivalent	Punch Machine	30
74	Punch Machine -Medium	KW Trio or equivalent	Punch Machine	20
75	Punch Machine Small	KW Trio or equivalent	Punch Machine	10
76	High Lighters- Different Colors	Crystal/Dollar or equivalent or equivalent	Highlighter	300
77	Stamp Pad	Crystal/Dollar/Lancer or equivalent	Pad	5
78	Stamp Pad Ink	Dollar	Bottle	10
79	Stapler Pin Opener	Kw -trIO/ dux or equivalent	Pin Opener	50
80	Scissor (Medium)	Local	Scissor	50
81	Scissor (Small)	Local	Scissor	50
82	Clear bag	Local	Clear Bag	100
83	Rubber Band	Three Flower or equivalent	Packet	10
84	Paper Damper	Marine or equivalent	Damper	10

Lot 2: Stationery for Trainings

Sr.#	Item Description	Unit	Estimated Quantity	Sample Picture
1	Color Pencils (12 in 1 packet)	Packet	12,912	

2	Crayons (12 in one packet)	Packet	12,912	
3	Eraser	Eraser	129,120	
4	Sharpener	Sharpener	129,120	
5	Pencil (Lead Pencil)	Pencil	129,120	

6	Lovely Sticks	Packet	4,304	
7	Charts (5 Different Colors)	Chart	43,040	

The above photographs are indicative only and are not intended to promote any particular brand. The bidders are free to quote for a brand and make of their choice of equivalent quality.

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 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 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 years.

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/2021/10/003**”

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 compliant bid i.e. strict compliance with technical specification with respect to quality of supplies mentioned under technical specifications.
3. Award will be made on **Lowest Price Basis** among the qualified bidders.