

Tender Number: AcCESS/2022/06/001

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 (ESEF) and Merged Areas Education Foundation (MEF) in Khyber Pakhtunkhwa Province.

Tender Description:

It is required to print set of different materials (**details given under technical specifications**) that have been approved by Ministry of Elementary & Secondary Education, KP The materials will be distributed among targeted schools of the project.

The tender documents comprise of the following:

1. General Conditions
2. 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**.
- 1.3. Rates shall be inclusive of all taxes.
- 1.4. 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.
- 1.5. Bid must be accompanied with the bidder’s profile together with documentary evidence of past experience and/or certificates.
- 1.6. ***The Bidder must be clear from the US sanction list and NACTA Pakistan.***
- 1.7. 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, 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 ESEF 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:**

Note: As all printing materials are required to be delivered in different districts of KP, therefore, Peshawar based bidders will be given preference.

- 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 material to be used for printing as mentioned under "Tender Specifications" below or sample of any likewise final product. ***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/ESEF in districts 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 amounting 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.**
- 2.9. 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, ESEF, 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. Purchase Order will be issued with specific details including date of delivery for different districts.
- 4.5. 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.
- 4.6. All payments will be made within 15 days of submission of an invoice with required documents after delivery on deduction of applicable withholding taxes.
- 4.7. The bid security of the successful bidder shall be converted into a performance security which will be released within 45 days of successful completion of contract. Additional 5% performance security shall be withheld from each payment.
- 4.8. Additional performance security will be released within 30 days of successful completion of relevant purchase order.

- 4.9. Random pre-shipment inspection of goods by HOPE'87 and/or MEF/ESEF can be carried out at the premises of the bidder who shall facilitate all such inspections.
- 4.10. The successful bidder shall stand warranty of the goods supplied for at least a period of 30 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 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 dawood@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 dawood@hope87.org by June 30, 2022; response to all queries will be uploaded on HOPE'87 website latest by July 02, 2022. 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 ESEF 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.



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TECHNICAL SPECIFICATIONS

Sr. No.	Item	Activity	Description	Unit	Total Estimated Quantity
1	Data Formats	Enrolment Campaign	2 Pages (different forms without binding), Size: A4, Paper: 80 grams VRG Imported paper, 4 Color Printing, Forms design may vary.	Form	10,000
2	Posters	Enrolment Campaign	Size 18" x 23", VRG 80 grams Imported, 4 Color Printing	Poster	20,000
3	Leaflets/Forms	Enrolment Campaign	Size A4, VRG 80 grams Imported, 4 Color Printing -	Leaflet	30,000
4	Banner	Enrolment Campaign	Size: 5' x 2.5', Weight 270 grams, Type: Normal Media, 6 Rings, 4 Pass printing, (Supply in 13 Districts, including 7 Newly Merged Districts/ Tribal Districts & FR Regions). Several design),	Banner	2,842
5	Banner	Miscellaneous (workshops, trainings, DRR sessions, consultative meetings with partners etc.)	Size: 10' x 5', Weight 400 grams, Type: Start Media, 6 Rings, 4 Pass printing, (Supply in 13 Districts, including 7 Newly Merged Districts/ Tribal Districts & FR Regions). Several design),	Banner	300

Note: Desktop publishing of above-mentioned printing materials will be the responsibility of bidder.

Detail of Sample Required.

1. 80 grm A4 paper VRG imported
2. 1'x1' piece of 270 grams weight flex sheet
3. 1'x1' piece of 400 grams weight flex sheet

Packaging :

All required items upon delivery should be safely and securely packed and a uniform number packed in an appropriate identical box cartons or other appropriate packing material. No separate costs shall be paid for the cartons/packing material and are deemed to be included in the price of the items.

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.
2. Financial bid as per attached financial quote format (Annex B) in electronic format copied in a USB.
3. Bid security equal to **PKR 50,000** 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 as per the samples required under 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 “**Tender Number: AcCESS/2022/06/001**”

Submission deadline:

The duly filled and signed tenders should reach (can be delivered by hand or through courier) the undersigned latest by **July 07,2022 by 5:00 PM;** at the following address:

**Hundreds of Original Projects for Employment (HOPE'87),
House # 321(Ground Floor), Street 16, G-10/2, 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 mentioned under technical specifications.
3. Award will be made on **Lowest Price Basis** among the qualified bidders.
4. Bidders are required to submit the above-mentioned documents and one sample of the quoted material which needs to be technically qualified.