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INVITATION TO BID

FOR

**PROVISION OF ANTI-BACTERIAL SOAP AND DISPOSABLE
FACE MASK TO DISTRICT SWAT.**



For a Bright Future

Tender Reference No.	<u>TENDER/IDEA/MSP/001/04/2021</u>
Date & Time of Bids Submission	May 10, 2021, 11:00 AM

INITIATIVE FOR DEVELOPMENT & EMPOWERMENT AXIS (IDEA)

Address: House # 2, Street # 1 Near Peshawar Zoo Rahatabad Peshawar

Website: www.idea.org.pk, Contact# 091-5610110

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TENDER NOTICE

REF: - TENDER/IDEA/MSP/001/04/2021

A non-profit, non- governmental organization, invites sealed bids along with 2% bid security of the total bid amount, under single stage one envelop procedure from reputed vendor registered with Income Tax & Sales Tax department for **Provision of Anti-Bacterial Soap and Disposable Face Masks to district Swat.**

Bid documents containing details terms and conditions and specifications of the **Anti-Bacterial Soap and Disposable Face Masks for students (small size)** can be obtained by clicking the link **<http://www.idea.org.pk/ads.php>**.

Sealed Technical and Financial bids as per instruction in the ITB must be submitted at the address "House # 2, Street # 1 Near Peshawar Zoo Rahatabad Peshawar on or before **May 10, 2021 till 11:00AM**. Bids will be opened on the same day i.e., **May 10, 2021, 11:30AM**, in the presence of bidders (or their authorized representatives) whoever opt to attend.

Procurement Section

Address: House # 2, Street # 1 Near Peshawar Zoo Rahatabad Peshawar

Email ID: logistics@idea.org.pk, Website: www.idea.org.pk

Contact# 091-5610110



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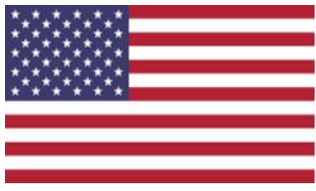


INVITATION TO BIDS

Date: 24th 04 2021

ITB No. **TENDER/IDEA/MSP/001/04/2021**

1. Initiative for Development & Empowerment Axis (IDEA) is a non-profit organization committed to aiding underprivileged and disaster affected communities in Khyber Pakhtunkhwa. IDEA is registered under the Voluntary Social Welfare Agencies (Registration & Control) Ordinance 1961; in 2003, having registration # 2172.
2. MSP-KPK endeavour this initiative for this Community Mobilization for WASH Behaviour Change in KPK Phase-II project has been designed with the financial support of USAID to ensure that the target communities & schools' students have sufficient knowledge on WASH/COVID-19, how COVID-19 spreads and what safe guarding measures can be adopted at the personal level as well as at the broader level at schools & communities to help in controlling its spread and reversion. Similarly, as hand washing with soap, personal and domestic hygiene are the primary safeguarding measures against the WASH/COVID-19, therefore, a special emphasis will be laid on this component of awareness raising in the designing phase. The already formed Community WASH committees (CWCs) and School WASH Clubs (SWCs) under the CM-WASH project will be utilized for monitoring and ensuring the adherence to the hand washing practices among the school students and to act as agents of change also. And as a consequence of their sensitization and education regarding WASH/COVID-19, the vulnerable segment of the target community & school students will live a healthy and quality life through awareness, mask and soap distribution. Engagement of citizen/school students in the WASH/COVID-19 awareness campaigns is a key component of the Municipal Services Program.
3. Initiative for Development Empowerment Axis (IDEA) with the financial assistance of USAID is implementing a project named "Community Mobilization for WASH Behaviour Change in KPK Phase-II".
4. IDEA now invites sealed bids from eligible bidders for provision of Anti-Bacterial Soap & Disposable Face Masks.
5. Bids must be delivered on or before tender closing date i.e. May 10, 2021 till 11:00AM.
6. Bids will be opened in the presence of bidders' representatives who choose to attend on **dated: May 10, 2021, 11:30AM** at the offices of House # 2, Street # 1 Near Peshawar Zoo Rahatabad Peshawar
7. The successful bidder shall submit a performance guarantee @ 5% of the total contract value in the form of bank guarantee or bank draft on the name of IDEA
8. The bidders are requested to give their best and final prices as no negotiations are expected.
9. The IDEA shall to be entitled to inspect, examine, measure and test the component or material in order ensure to quality and quantity of items.



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Mohammad Zahir
Logistic & Procurement Officer
House # 2, Street # 1 Near Peshawar Zoo Rahatabad Peshawar.
Contact# 091-5610110
Email ID: logistics@idea.org.pk
Initiative for Development & Empowerment Axis (IDEA)



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INSTRUCTION TO BIDDERS

Date: 24th 04 2021

- i.** The bidder must submit the proposals in single sealed envelopes and as per specified procurement method single stage one envelope procedures.
- ii.** The proposal shall be written in English language. Overwriting in the proposal is strictly prohibited.
- iii.** In case of calculation mistakes from the bidder in the submitted tender document, the unit price will be conserved.
- iv.** The envelopes should have the name, address and contact details of the addresses and the addressors.
- v.** Suppliers who do not receive a written feedback within 2 weeks after expiry of the ITB deadline have not been successful, and well not be informed in writing/email.
- vi.** The bidder shall specify validity in days, the submitted bid IDEA may under exceptional circumstances request for extension in bid validity which shall be for not more than the period equal to the period of the original bid validity.
- vii.** Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project, will be blacklisted and debarred.
- viii.** The procuring entity may reject one or all such proposals, which are vague (In terms of financial proposal) or does not adhere to these instructions.
- ix.** The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
- x.** Contract/PO will be signed with the successful bidders and its terms and conditions will govern the executive of the contract.
- xi.** In case a public holiday is announced by the Government (due to any reason) the tender will be opened the next working day at the same time and venue.
- xii.** The bidders must quote only one option for each item. Bids received with more than one options and rates may be rejected.
- xiii.** Tender committee reserves the right to change the quantities or cancel/reject any or all offers by assigning cogent reason.
- xiv.** The bidders must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently black listed
- xv.** Under single stage one envelope procedure, all the bids will be opened in the presence of bidders or their authorized representatives. Each bid shall be evaluated against the mandatory eligibility criteria while the contract/PO shall be awarded to



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the lowest eligible bidder. The financial bids of non-responsive/un-eligible bidders shall not be considered in the financial comparison.

- xvi. **Sample Inspection:** The lowest qualified bidders may be asked to submit sample for inspection.
- xvii. **Delivery Schedule:** All the items shall be delivered within 20 days from the date of issuance of contract/PO.
- xviii. In case of any transport damage of items/supplies/material, the bidder will be held responsible to replace the item/s immediately.
- xix. **Delivery Location:** Sub office IDEA Swat Fiza Gut Near Sui Northern Gas office Shahid Nagar Mangora (Swat).
- xx. **Bid Validity:** Bids shall be valid for a period of 30 days.
- xxi. **Performance Guarantee:** The successful bidder shall submit a performance guarantee @ 5% of the total contract value which will shall be retained till the completion of contractual obligations and submission of satisfactory report. In case of poor performance, late delivery, poor quality or warranty issues, IDEA shall have the right to impose penalty which may deducted from the performance security.
- xxii. **Bid Currency:** Currency shall be Pakistani Rupees (PKR).
- xxiii. **Bid Price:** The prices must be inclusive of all taxes, duties, delivery / transportation, loading / unloading, packaging and allied costs up to the point of delivery.
- xxiv. **Cancellation of the tender procedure:** Tender evaluation committee reserves the right to cancel/reject any or all offers by assigning cogent reason.
- xxv. **Appeals Process:** Bidders reserve the right to make an appeal against the decision of the tender committee. The appeals should be in writing and for the attention of the Head of Program of IDEA.
- xxvi. **Data protection:** IDEA guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. IDEA guarantees confidentiality of the procurement process.



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MANDATORY ELIGIBILITY CRITERIA

All the bids shall be evaluated under single stage one envelope procedures, where all the bids will be opened in a single stage. The profile of the bidder shall be evaluated against the below mentioned mandatory criteria while the contract/PO shall be awarded to the lowest eligible/responsive bidder. The bids that don't fulfill the mandatory eligibility criteria will be considered non-responsive and will be rejected.

1. MANDATORY ELIGIBILITY CRITERIA

S. No	Criteria	Documentary Evidence
1	Bidders should be registered entities in Pakistan	Valid Registration Certificate
2	Bidder must be income tax and sales tax registered and must be an active tax payer of FBR.	Registration Certificate & Active Status
3	The bidder must have completed 05 similar nature of projects in the previous three (3) years.	Purchase Order/ Contracts/Agreements/ Completion Certificates
4	Have active bank account in the name of their business with last three year statement.	Bank Account Certificate and statement.
5	All the supply shall be completed within Ten days after issuance of PO.	Affidavit on company letter head
6	Shall provide on a stamp paper an Affidavit stating that the proponent has never been blacklisted by any government/semi-government organizations NGO or INGO.	Affidavit on Judicial Stamp Paper duly attested

2. FINAL EVALUATION:

The lowest financial qualified bidder will be asked to submit the sample and if it meets the required specifications than the contract will be awarded and if the sample failed to fulfill the specification as per ITB, then the second lowest bidder will be asked to submit the sample and so on.



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PRICE SCHEDULE

Please quote your price for package (Unit price in Pak Rs. inclusive of all taxes, packing, loading/ unloading and Transportation to Mingora Swat on this form along with your sign and stamp on each page or in the same manner on your letter head. All Installation items/supplies/Material are to be delivered to Swat.

S#	Package	Specification	Unit	Total Quantity	Unit Rate	Total Amount
1	Hygiene Kit	Kit including One 130 gm Anti-bacterial soap (Dettol Soap or Equalient) best quality, Having batch number, date of manufacturing and expiry date and Seven (7) Disposable face mask small (three layers)	kit	29000		
2	Anti-bacterial soap	130 gm Anti-bacterial soap (Dettol Soap or Equalient)	No	3840		

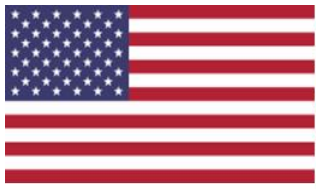
Signature & Stamp of Bidder: _____

Name of Bidder: _____

Contact Number of Bidder: _____

Office Address of Bidder: _____





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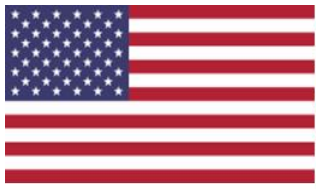
TENDERER'S RELEVANT EXPERIENCE

Please complete the table below using the format to summarise the **major relevant services** carried out in the course of the past **3** years by the tenderer. The number of references to be provided must not exceed **15** for the entire tender.

NGO/ Company Name	Contact Details in NGO/Co.	Country	Total contract value	Dates	Description of Contract	Related Services Provided

Note: Please provide copies of the previous purchase orders/contract of above provided relevant experience





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GENERAL TERMS AND CONDITIONS

Unless the context indicates otherwise, the term “Buyer” refers to IDEA. The term “Supplier” refers to the entity named on the order and contracting with the Buyer. The term “Contract” can be taken to mean either (a) the purchase order or (b) the supply/service agreement, whichever is in place.

1) Price: The prices stated on the order shall be held firm for the period and / or quantity unless specifically stated otherwise

2) Source of Instructions: The Supplier shall not seek nor accept instructions from any source external to IDEA in relation to the performance of the contract.

3) Assignment: The Supplier shall not assign, transfer, sublet or subcontract the contract or any part thereof without the prior written consent of the Buyer.

4) Corruption: The Supplier shall not give, nor offer to give, anyone employed by the Buyer an inducement or gift that could be perceived by others to be a bribe. The Supplier agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing contracts.

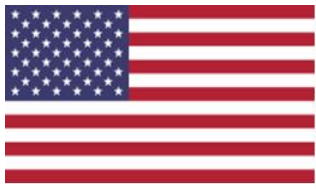
5) Confidentiality: All data, including but not limited to, maps, drawings, photographs, estimates, plans, reports and budgets that has been compiled by or received by the Supplier under the contract shall be the property of IDEA and shall be treated as confidential. All such data should be delivered to the authorized officials representing the Buyer upon request.

5.1) The Supplier may not communicate at any time to any other person, government or authority external to IDEA, any information that has been compiled through association with IDEA which has not been made public except with written authorization from the Buyer. These obligations do not lapse upon termination of the contract.

6) Use of Emblem or Name: Unless otherwise agreed in writing; the Supplier shall not advertise nor make public the fact that it is supplying goods or services to the Buyer, nor shall the Supplier in any way whatsoever use the name or emblem of IDEA in connection with its business or otherwise.

7) Observance of Law: The Supplier shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the terms of the contract.

8) Force Majeure: The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection or acts similar in nature or force.



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8.1) In the event of and as soon as possible after the occurrence of any cause deemed *force majeure*, the Supplier must inform the Buyer of the full particulars in writing. If the supplier is rendered unable either in part or in whole to perform its obligations then the Buyer shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.

8.2) If the Supplier is permanently rendered incapable in whole or part by reason of *force majeure* to complete its obligations and responsibilities under the contract then the Buyer will have the right to suspend or terminate the contract on the same terms and conditions laid out in section 9, Cancellation.

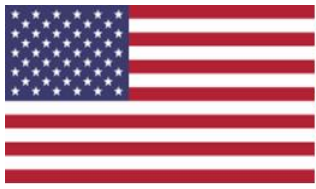
9) Cancellation: The Buyer reserves the right to cancel the contract should it suspend its activities or through changes to its mandate by virtue of the Executive Council of IDEA /Donor and/or lack of funding. In such a case the Supplier shall be reimbursed by IDEA for all reasonable costs incurred by the Supplier, including all materials satisfactory delivered and conforming to specification and terms of contract, prior to receipt of the termination notice.

9.1) Should the supplier encounter solvency problems including, but not limited to, bankruptcy, liquidation, receivership and similar, the buyer reserves the right to terminate the contract immediately without prejudice to any other right or remedy it may have under the terms of these conditions.

10) Warranty: The Supplier shall provide the Buyer with all manufacturers' warranties. The supplier warrants that all goods supplied in relation to the contract meets specification, is defect free and is fit for the purpose of the intended use. If, during the warranty period, the goods are found to be defective or non-conforming to specification, the Supplier shall promptly rectify the defect. If the defect is permanent, then at the choice of the Buyer the Supplier will either replace the item at their cost or reimburse the Buyer.

11) Inspection and Test: The Supplier must inspect the goods prior to dispatch to ensure conformance to specification and/or any other provisions of the contract. The Buyer reserves the right to inspect the goods for compliance with specifications and provisions of the contract. If, in the Buyers' opinion, the goods and/or services do not comply with the specification, the Buyer will inform the Supplier in writing. In such a case the Supplier shall take the necessary action to ensure compliance, liability for any additional cost incurred for rectifying compliance will rest with the Supplier.

12) Changes: The Buyer reserves the right to make reasonable changes at any time to the specification, drawings, plans, quantity, packing instructions, destination, or delivery instruction. If any such change affects the price of goods or performance of service the Supplier and Buyer may negotiate an equitable adjustment to the contract, provided that the Supplier claims for adjustments in writing to the Buyer within 15 days from being notified of any change.



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13) Export License: If an export license or licenses are required for the goods, the Supplier has the responsibility to obtain that license or licenses.

14) Payment Terms: Unless otherwise agreed, payment terms will be net 10 days from receipt of a correctly prepared invoice, goods received notes issued by the delivery locations & delivery challans.

15) Ethics: The Code of Conduct to which Concern expects all of its suppliers to respect is as follows;

- Employment is freely chosen.
- The rights of staff to freedom of association and to collective bargaining are respected.
- Working conditions are safe and hygienic.
- No exploitation of children is tolerated.
- Wages paid are adequate to cover the cost of a reasonable living.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment of staff is tolerated.
- Local labor laws are complied with.
- Social rights are respected

15.1) Environmental Standards - Suppliers should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

- Waste Management.
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

16) Rights of IDEA: Should the supplier fail to perform under the terms and conditions of the contract, including but not limited to failing to obtain export licenses or to make delivery of all or part of the goods by the agreed delivery date(s), the buyer may, after giving reasonable notice to the Supplier, exercise one or more of the following rights:

- Procure all or part of the goods from an alternate source, in which event the Buyer may hold the Supplier liable for additional costs incurred.
- Refuse to accept all or part of the goods.
- Impose a penalty of 0.5% day for the whole amount of the contract / purchase order.
- Terminate the contract and forfeit the performance guarantee.



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17) Rights of access for test purposes: IDEA is contractually obliged to facilitate certain donor's direct access to suppliers for test purposes.

18) No Agency: This order does not create a partnership between the Buyer and Supplier or make one party the agent for the other for any purpose.

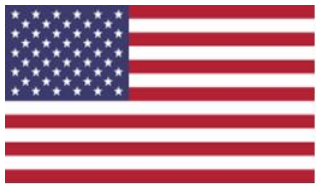
19) Anti-Money Laundering and Anti-Terrorism Financing Policy

“It is the policy of the IDEA to prohibit and actively prevent money laundering and any activity that facilitates money laundering or the funding of terrorism or criminal activities” by complying with all applicable requirements under the Anti-Money Laundering Act 2010 (Act No. VII of 2010 - an Act to provide for prevention of money laundering) and Anti-Terrorism (Second Amendment) Act, 2014 and its implementation regulations. Recently under the national action plan and SECP regulations money laundering has been identified as a major cause for corruption and criminal activities. Therefore, IDEA is very sensitive to ensuring that our platform is not used for any such purposes.

TENDERER'S DECLARATION

In response to your tender for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined and accept in full the content of the dossier for invitation to tender and We hereby accept its provisions in their entirety, without reservation or restriction.
- 2 We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction:
Package No 1: [*description of supplies with indication of quantities and origin*]
- 3 The price of our tender is mentioned in the price schedule
- 4 We will grant a discount of [%], or [...] [in the event of our being awarded Package#... & Package#..].
- 5 This tender is valid for a period of 60 days from the final date for submission of tenders.
- 6 We will inform IDEA immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
- 7 We note that IDEA is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.
- 8 We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
- 9 We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, IDEA reserves the right to terminate the contract with immediate effect.
- 10 We are not bankrupt or being wound up, are having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations



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- 11 We have not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata
- 12 We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify
- 13 We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed
- 14 We have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to financial interests

Name and function:

Signature and Stamp:

Date: _____

Duly authorised to sign this tender on behalf of: