



## Tender Notice

### RDF/UEP/GGHS Matli/06/14-05-2017/23

Research & Development Foundation (RDF) is a non-profit, non- governmental organization, working in Sindh, invites sealed tenders from registered suppliers/contractors for the supply of School Furniture “Provision of Missing Facilities to GGHS Matli District Badin”

Lot No	Particulars	Specifications and quantities
1	Supply of School Furniture	Details in Tender Pack

#### Terms & Conditions:

1. Tender documents can be collected from RDF Head Office House# A-50, Sindhi Muslim Cooperative Housing Society, Qasimabad, Hyderabad, from 9:00 am to 5:00 pm GMT +5, Monday to Saturday, 15<sup>th</sup> May 2017 to 20<sup>th</sup> May 2017 till 05:00 pm, by paying of Rs. 1,000/= Tender Fees (Non-refundable). The tender pack can also download from our website [www.rdfoundation.org.pk](http://www.rdfoundation.org.pk), or by sending email at [Logistics@rdfoundation.org.pk](mailto:Logistics@rdfoundation.org.pk). Suppliers who download the tender documents from the website or receive by email will require to deposit the tender fees along with their bids at the time of tender submission.
2. A pay order/ demand draft in favor of “Research & Development Foundation (RDF)” with a value of 2% of the bid amount must also accompany along with bids as tender guarantee. Bids received without pay orders may be rejected.
3. Sealed tenders should reach RDF Head Office House# A-50, Sindhi Muslim Cooperative Housing Society, Qasimabad, Hyderabad, Sindh, Pakistan on or before **01:00 PM on May 22, 2017** and should be clearly marked “TENDER - Not to be opened before **02:00 PM on May 22, 2017**.”
4. Tenders will be opened on same day of tender submission i.e **May 22, 2017 at 02:00 PM**.
5. 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.
6. Samples shall be required from shortlisted vendors after evaluation of bids.
7. The Supplier must quote only one option for each item. Bids received with more than one options and rates for the same lot may be rejected.
8. Tender committee reserves the right to change the quantities or cancel/reject any or all offers without assigning any reason.
9. Lowest price will not be the sole criteria; quality and previous experience will also be considered.



**Doc 2: Letter of Invitation to Tender**

<14 May 2017>

Tender ref: RDF/UEP/GGHS Matli/6/14-05-2017/23

Dear Sir/Madam,

**SUBJECT: INVITATION TO TENDER FOR SUPPLY OF SCHOOL FURNITURE AT GOVERNMENT GIRLS HIGH SCHOOL MATLI, DISTRICT BADIN.**

Further to your enquiry regarding publication of the above-mentioned Invitation to Tender, please find enclosed the following documents, which constitute the tender dossier:

- A. Instructions to Tenderers (See Doc 3)**
- B. RDF Terms and Conditions (See Doc 4)**
- C. Tenderer's Relevant Experience (See Doc 5)**
- D. Tenderers Declaration (See Doc 6)**
- E. Price Schedules (See Doc 7a)**

We look forward to receiving your tender on or before **May 22, 2017 at 01:00 PM** at the address specified in the tender dossier.

Your tender bid must include the following documentation so please use the list below as a 'Checklist' before submitting your tender to RDF.

- 1. Technical Specification**
- 2. Financial Offer**
- 3. Signed Tenderers Declaration**
- 4. Copy of the NTN.**
- 5. Completed 'Tenderers Relevant Experience Form with contract & Work Orders'**
- 6. List of Current Clients. (Company Profile)**
- 7. Bank Statement**

Offers must be submitted in sealed envelopes, marked "TENDER" not to be opened before < **May 22, 2017 at 02:00 PM**>" and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely,

**(Manager Procurement & Logistics)**



### Doc 3: Instructions to Tenderers

#### 1. Supplies to be provided

#### Provision of Missing Facilities at GGHS Matli District Badin

S. No#	Items	Specifications	Total Quantity	Unit
1	Wooden Desk.	For two student size of desk 3'x3' with iron angle frame 1.25"x1.25"x3mm, av.wt of iron frame 14 kg of Taulhi wood with polish. (Seat wooden size 10"x1", top 13"x1", internal shelf 7"x.75").	200	No
2	Wooden Desk.	For three student size of desk 4'x3' with iron angle frame 1.25"x1.25"x3mm, av.wt of iron frame 16.kg of Taulhi wood with polish. (Seat wooden size 10"x1", top 13"x1", internal shelf 7"x.75").	140	No
3	Wooden Office Table.	For Class room of the size 4'x2.5'x2.5', with top lamination and wooden gola of size 1.5"thick and bottom wooden frame of size 2"x2".	20	No
4	Wooden chair.(Net)	For Class Room / Staff Room taulhi wood with Nylon net seat and back with wooden Patti with sprit polish of size 18"to 20" wide.	50	No
5	Wooden Large Table (Science Laboratory)	For Science laboratory size of wooden table made of taulhi wood,3'x8'x3' with 6 legs, frame of size 3"x3" with top 1.5" thick wooden piece and slab bottom wooden frame 3"x1.5" with polish.	2	No
6	Wooden stool	For science laboratory table of 2' height with top seat 11"x11" made of taulhi wood with polish.	30	No
7	Almari/ Iron Shelf.	Iron almari/ shelf of size 3'x6'x1.5' of 22 guage sheet with iron door and lock.(Silver colour).	10	No
8	Almari/ Iron Shelf.	Iron almari/ shelf for school library of size 3'x6'x1' of 22 guage sheet with glass door and lock.(Silver color)	4	No
9	Wooden sofa set with central table.	5 setter wooden sofa set of good design for HM office of taulhi wood with Master Molt Foam and 2 central table with glass top for staff room of 2'x4' with two coat of polish.	4	Set



2. Closing date and time for submission of tenders :  
**22/05/2017 at 01:00 PM**
3. Address for Submission of tenders  
RDF House# A-50 Sindhi Muslim Cooperative Housing Society Qasimabad, Hyderabad
4. Timetable for provision/Delivery  
To be submitted by the bidder
5. Language of offers  
All tenders documents are to be submitted in English
6. Period of validity of offers  
All bids must be valid for a minimum of **3** months from the tender submission date.
7. Currency  
Pakistani Rupee
8. Terms  
The prices must be inclusive of all government taxes (for material supply <FBR: 4.5% for Active / Filler or 6.5% for Inactive / Non-Filler>. Rates must be inclusive of delivery / transportation, loading / unloading, packaging and allied costs at the delivery point.  
  
The Supplier must quote only one option for each item / variety. Bids received with more than one options and rates for each variety may be rejected.  
  
Suppliers 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, will be permanently blacklisted.
9. Details of the Supplies  
Supply of School Furniture for Provision of Missing Facilities to GGHS Matli District Badin, the implementation period will be 2 months after work order.
10. Type of contract  
Supply agreement
11. A Pay order / Demand Draft a value of 2% of the bid amount must also accompany the bids as a tender guarantee favouring "Research and Development Foundation". Once the contract has been awarded to successful bidder his/her bid security will be converted in to performance guarantee, which will be returned to supplier after completion of work / supply. Bids received without Tender Guarantee may be rejected..



#### 12. Samples Required

Samples of necessary items shall be required from shortlisted vendors after evaluation of financial offers at **House# A-50 Sindhi Muslim Cooperative Housing Society Qasimabad Hyderabad**, with the name of the bidder clearly marked with irremovable ink. The samples of the successful bidders will not be returned, however the samples submitted by the bidders who do not qualify will be returned after 5 days. The bidders who do not qualify will need to present a written request on their letterhead requesting the return of the samples and bid security.

#### 13. Content of tenders

- Price Schedules, Tenderer's Relevant Experience, Tenderers Declaration, Suppliers Qualification (Signed/stamped)
- Technical Specification
- Copy of the valid registration certificate NTN
- Profile including copies of previous Purchased Orders/Contracts for relevant experiences provided in "Tenderer's Relevant Experience Form).
- Samples. Please note that samples provided by supplier which do not meet the minimum specifications as per the attached tender dossier, will not qualify to the final tender evaluation process.

#### 14. Opening of tenders

22-05-2017 at 02:00 PM at RDF House # 50 Sindhi Muslim Cooperative Housing Society, Qasimabad, Hyderabad.

#### 15. Evaluation of tenders

Lowest price will not be the sole criteria; quality, delivery time and previous experience will also be considered. Bidders should apply for all whole work as above mentioned schemes. RDF reserves the right to divide the orders Lot wise and may change the required quantity, delivery as per need base.

#### 16. Cancellation of the tender procedure

Tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason.

#### 17. 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 Organization Executive Director – RDF (Research and Development Foundation)

#### 18. Data protection

RDF guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes.



## Document 4: Terms and Conditions

### SERVICES TERMS AND CONDITIONS

Unless the context indicates otherwise, the term “Buyer” refers to RDF. The term “Vendor” 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 or both.

### GENERAL TERMS AND CONDITIONS

**1) Price:** The prices stated on the order shall be held firm for the period of 3 months and / or quantity unless specifically stated otherwise

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

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

**4) Corruption:** The Vendor 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 Vendor agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing contract/s.

**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 Vendor under the contract shall be the property of RDF and shall be treated as confidential. All such data should be delivered to the authorized officials representing the Buyer upon request.

**5.1)** The Vendor may not communicate at any time to any other person, government or authority external to RDF, any information that has been compiled through association with RDF 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 Vendor shall not advertise nor make public the fact that it is supplying goods or services to the Buyer, nor shall the Vendor in any way whatsoever use the name or emblem of RDF in connection with its business or otherwise.

**7) Observance of Law:** The Vendor 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.

**8.1)** In the event of and as soon as possible after the occurrence of any cause deemed *force majeure*, the Vendor must inform the Buyer of the full particulars in writing. If the Vendor 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 Vendor 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 RDF and/or lack of funding. In such a case the Vendor shall be reimbursed by RDF for all reasonable costs incurred by the Vendor, including all materials satisfactory delivered and conforming to specification and terms of contract, prior to receipt of the termination notice.

**9.1)** Should the vendor 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) Complete Information:** The Vendor shall provide the Buyer with all information (complete bio data / Curriculum Vitae) of its employees and staff, which will be performing or providing assistance during the service agreement.

**12) Inspection and Test: 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..

**13) Changes:** The Buyer reserves the right to make reasonable changes at any time to the specification of vehicle, driver or any other related acts. If any such change affects the price of performance of service the Vendor and Buyer may negotiate an equitable adjustment to the contract, provided that the Vendor claims for adjustments in writing to the Buyer within 15 days from being notified of any change.

**14) Export License:** If an export license or licenses are required for the goods/ services, the Vendor has the responsibility to obtain that license or licenses.



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

**16) Ethics:** The Code of Conduct to which RDF expects all of its Vendors to respect is as follows;

- Employment is freely chosen. (Labors, working staff hiring without any discriminations, conflict of interest)
- The rights of staff to freedom of association and to collective bargaining are respected. (Wages, salaries, labor charges will be paid according market rates.)
- 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 of Pakistan will be applicable.
- Social rights are respected

**16.1) Environmental Standards -** Vendors 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

**17) Rights of RDF:** Should the Vendor 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 services within the agreed delivery date(s), the buyer may, after giving reasonable notice to the Vendor, exercise one or more of the following rights:

- Procure all or part of the services from an alternate source, in which event the Buyer may hold the Vendor liable for additional costs incurred. (The vendor will bear all the cost for supplies and services no additional cost / hidden charges will be paid by the Contracting Authority).
- Refuse to accept all or part of the Services.
- Terminate the contract.

### **18) Penalties**

In the event of delay in delivery or low quality caused other than by force majeure RDF is entitled to make use of a penalty of 5/1000 per day of the total value of the consignment still to be delivered. The penalty will be deducted from the invoice. In the event of incomplete delivery caused by the Supplier, RDF is entitled to deduct the losses from the invoice. In case of damaged cargo caused by inappropriate packaging RDF reserves the right to deduct from the relevant order sum an amount according to the variance to the requested specification. In case the quality is not in





line with specifications initially agreed by both sides, the Supplier has to inform RDF as soon as possible. Goods not meeting agreed quality can be rejected by RDF, but if RDF accept these goods, a deduction from the order sum and a penalty will be negotiated

**19) Rights of Access for Test Purposes:** RDF is contractually obliged to facilitate certain donor's direct access to Vendor for test purposes. This obligation is extended to all RDF Vendors.

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



## Doc 5: Tenderer's Relevant Experience

Please complete the table below using the format to summarise the major relevant supplies/services carried out in the course Of the past 03 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



## **Doc 6: Tenders Declaration**

In response to your letter of invitation to 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. We hereby accept its provisions in their entirety, without reservation or restriction.
- 2** We offer to deliver supplies/services, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction:
- 3** The price of our tender is: [.....]
- 4** We will grant a discount of [%], or [.....] In the event of our being awarded.
- 5** This tender is valid till 3 months from the final date for submission of tenders.
- 6** We will inform RDF 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.
- 9** We note that RDF is not bound to proceed with this invitation to tender and that they reserve the right to award only part of the contract.
- 10** We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
- 11** We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, RDF reserves the right to terminate the contract with immediate effect.
- 12** 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.
- 13** We must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If we found to be involved in such practices our bid may be rejected and the companies in question permanently black listed.
- 14** We have not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata
- 15** We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify
- 16** 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
- 17** 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 the European Communities financial interests
- 18** We are not currently subject to an administrative penalty referred to in Article 96(1) of the European Commission Financial Regulation
- 19** We are not subject to a conflict of interest in accordance with Article 94(a) of the European Commission Financial Regulation



- 20** We adhere to respect the RDF Code of Conduct as per the points listed below;
- Employment is freely chosen. (Labors, working staff hiring without any discriminations, conflict of interest)
  - The rights of staff to freedom of association and to collective bargaining are respected. (Wages, salaries, labor charges will be paid according market rates Forced labor will not be allowed.)
  - 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 of Pakistan will be applicable.
  - Social rights are respected

**20a** Environmental Standards

Vendors 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

**Name and function:**

**Date:**

**Signature:**

Yours faithfully

Name and first name: <[.....]>

Title: <.....>

Duly authorised to sign this tender on behalf of:

<.....>

Place and date: <.....>]

Stamp of the firm/company:



**(Doc 7a) PRICE SCHEDULE**

Date: \_\_\_\_\_

**Tender Ref: RDF/UEP/GGHS Matli/06/14-05-2017/23**

Please mention your bid / quote on this form along with your sign and stamp on each page or in the same manner on your letter head. All supplies are to be delivered at RDF Field Areas at Government Girls High School Matli, District Badin.

**Lot# 1: Supply of School Furniture for Provision of Missing Facilities at GGHS Matli District Badin.**

S. No#	Name of Item	Required Specifications	Total Quantity	Unit	Unit price inclusive of all taxes, packing, loading/ unloading and Transportation to the delivery point. (To be filled in PKR by the bidder)	Total price per item inclusive of all applicable taxes, packing, loading/ unloading, Transportation to the delivery point. (col. 6 + 7)	Delivery Time in Days after PO / Purchase Contract
1	Wooden Desk.	For two student size of desk 3'x3' with iron angle frame 1.25"x1.25"x3mm, av.wt of iron frame 14 kg of Taulhi wood with polish. (Seat wooden size 10"x1", top 13"x1", internal shelf 7"x.75".	200	No			
2	Wooden Desk.	For three student size of desk 4'x3' with iron angle frame 1.25"x1.25"x3mm, av.wt of iron frame 16.kg of Taulhi wood with polish. (Seat wooden size 10"x1", top 13"x1", internal shelf 7"x.75".	140	No			
3	Wooden Office Table.	For Class room of the size 4'x2.5'X2.5', with top lamination and wooden gola of size 1.5"thick and bottom wooden frame of size 2"x2".	20	No			
4	Wooden chair.(Net)	For Class Room / Staff Room taulhi wood with Nylon net seat and back with wooden Patti with sprit polish of size 18"to 20" wide.	50	No			
5	Wooden Large Table (Science Laboratory)	For Science laboratory size of wooden table made of taulhi wood,3'x8'x3' with 6 legs, frame of size 3"x3" with top 1.5" thick wooden piece and slab bottom wooden frame 3"x1.5" with polish.	2	No			



6	Wooden stool	For science laboratory table of 2' height with top seat 11"x11" made of taulhi wood with polish.	30	No			
7	Almari/ Iron Shelf.	Iron almari/ shelf of size 3'x6'x1.5' of 22 guage sheet with iron door and lock.(Silver colour).	10	No			
8	Almari/ Iron Shelf.	Iron almari/ shelf for school library of size 3'x6'x1' of 22 guage sheet with glass door and lock.(Silver color)	4	No			
9	Wooden sofa set with central table.	5 setter wooden sofa set of good design for HM office of taulhi wood with Master Multi Foam and 2 central table with glass top for staff room of 2'x4' with two coat of polish.	4	Set			
Total Amount							

Name of Bidder \_\_\_\_\_ Signature & Stamp of Bidder \_\_\_\_\_ Date \_\_\_\_\_

Contact Number of Bidder \_\_\_\_\_ Office Address of Bidder \_\_\_\_\_