

Invitation for Tender

Date; 25-01-2024

Tender Ref #2024/01/rcds/05

Procurement of kits for Provision of DRR Tool Kit to the 30 Villages Layyah (PAK-1109) Project (HOIFA).

Rural Community Development Society (RCDS) has been working since 1995 as community organization. Since its inception organization has grown tremendously in the field of development sector. It has started different programs for community uplifting and social transformation. RCDS is working on poverty alleviation and empowering marginalized, deprived, oppressed and neglected communities through its different programs. RCDS believes that empowerment and social change is only possible through ensuring the effective and efficient participation of marginalized communities in economic development. RCDS is organization responsible for project implementation in district Layyah

Welthungerhilfe (WHH) was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. The organization is non-profit-seeking, non-partisan and non-denominational. Donations from the population at large fund our work in over 40 countries in Africa, Asia and Latin America. In addition, WHH receives grants from the Federal German Government, the European Union, and the United Nations for International Development. WHH is the execution agency of IRFNS program.

In order for procurement OF Provision of DRR Tool Kit to the 30 Villages Layyah , (Flood Disaster Response Equipment)

RCDS is inviting qualified and experienced suppliers bid for the contract of supply, by the Contractor of the following goods/items/Services:

1. Instructions to tenderer

By submitting a tender, tenders fully and unreservedly accept the conditions of this call for tenders, which will constitute the governing the contract as the sole basis of this tendering procedure, whatever the tenderer own conditions of sale may be, which they hereby waive. Tenderer are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation. To be eligible to take part in this tender procedure, tenderer must prove to the satisfaction of the Contracting Authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively. Participation is open to natural persons and legal persons [participating either individually or in a grouping (consortium) of tenderers.

The foreseeable timetable for this procedure is as follows:

| | DATE | TIME in PST |
|---|-------------|-------------|
| Deadline for requesting clarifications from the Contracting Authority | Feb 08-2024 | 12:00 PM |
| Last date on which clarifications are issued by the Contracting Authority | Feb 08-2024 | 05:00 PM |
| Deadline for submission of tenders | Feb 10-2024 | 05:00 PM |

2 General remarks and special condition

All offered commodities must be sound, fair and in merchantable quality. The quality must be in line with the specifications stated in this tender.

- Timely arrival in accordance with the negotiated delivery periods is of almost important
- Partial shipments are not allowed without authorization of the Contracting Authority
- The Contracting Authority holds the right to change quantities and slight changes to the technical specifications.
- The origin of all products needs to be indicated in the offer.
- In case an alternative to the specified items is offered, this must be clearly indicated and excessively documented.

3. Specifications / BOQ

The specifications and quantities of the items

| No. | Description & Specifications | Unit | Qty. | Amount With Tax |
|-----|--|--------|------|-----------------|
| 1 | Wheel barrow (standard size) 2 cft capacity | No. | 1 | |
| 2 | Black polypropylene Rope 30 M long 12 mm thick twisted | Meter. | 30 | |
| 3 | Shovel round point with "Y" handle weight 5-7KG | No. | 1 | |
| 4 | Hand saw (400-450 mm blade & overall length 550 +- 50 mm) for wood cutting | No. | 1 | |
| 5 | Hoe (Kudaal) for digging wide with wooden Handle Weight 7-9KG | No. | 1 | |
| 6 | Kassi (for carrying earth) with wooden Handle Weight 6-8KG | No. | 1 | |
| 7 | Pick axe (Genthi) for digging with wooden Handle Weight 7-9KG | No. | 1 | |
| 8 | Tasla (Tokri) for carrying mud & dry earth (1.5-2.5 KG) Size = 22" | No. | 1 | |

| | | | | |
|---|---|-----|---|--|
| 9 | Hands saw foe metal cutting with 4 extra bleads | No. | 1 | |
| 10 | Jute Bags/Sacks (Bori) for filling sand Standard Size 50 KG | No. | 1 | |
| 11 | Framing Hammer 01 kg with handle | No. | 1 | |
| 12 | Scaling Hammer 02 kg with handle | No. | 1 | |
| 13 | Tarpaulin sheet (10'x8') for multiple use | No. | 1 | |
| 14 | Polyethene sheet 500-gauge (12'x16') sheets | No. | 1 | |
| 15 | First Aid Box with relevant standard items | No. | 1 | |
| Total Amount Including all govt applicable Taxes | | | | |

3.2 The Bidders must submit the tender for all items.

3.3 A bidder may include in its tender the overall discount it would grant in the event of some or all the items for which it has submitted a tender being awarded. The discount should be clearly indicated for each item in such a way that it can be announced during the public tender opening session.

4. Marking/labelling

No markings required, only markings allowed are technical and safety markings.

5. Packaging and picking

For all items the packaging must be appropriate to the nature (size, weight) of the items and reach international standards. The packaging should avoid transport damages and protect from bad weather conditions. Costs of picking (Loading Unloading) and packaging and transportation must be included in the unit price of each item.

6.Samples/Pictures/Specifications

Samples will be requested only from shortlisted bidders. Tenderer who presents their bids after stipulated time or incomplete bids will be excluded from the tender evaluation process. The property of the samples remains to tenderer/sender and are to be delivered and collected at the cost of the tenderer. After tender evaluation, the samples can be collected at the address of sample delivery. If not collected within 07 days of the closing of the tender the property of the samples will be changed to contracting authority.

7. Delivery conditions

All transport details (Origin, City of Loading and Routing) must be indicated within the offer. Cost for transportation can be stated separately or included in the price of items. Partial shipments without authorization of the Contracting Authority are not allowed. Each shipment must be announced with prior notice.

8. Delivery schedule

Delivery is requested as soon as possible after the Purchase Order. Faster delivery is appreciated; therefore clearly indicate your delivery delay in calendar days in the offer. All items are to be supplied in following field areas of contracting authority in District Layyah.

| Sr. No | Delivery Location | District | Remarks |
|--------|-------------------------------------|----------|---|
| 1 | Rural Community Development Society | Layyah | Material as per approved samples and specifications Flood Rescue Equipment's (which will be inspected at sites) should be delivered at warehouse/Store for overall quality inspection. |

9. Weight and dimensions of the consignment

Bidders are required to indicate the total weight per item, as well as the total weight and dimensions per item.

10. Prices

All prices in your quotation must be indicated in Pakistan Rupees (PKR). Quotations stated in other currencies will not be considered in the awarding process.

The analysis of the offers will be performed in Pakistani Rupees (PKR).

Prices need to include all taxes i.e; GST, WHT, insurance costs and all other applicable taxes by the government of Pakistan. Transport prices need to include transport tax.

11. Inspections

The Contracting Authority shall be entitled to inspect, examine measure and test the components, materials and workmanship, and check the progress of preparation, fabrication or manufacture of anything being prepared, fabricated or manufactured for delivery under the contract, in order to establish whether the components, materials and workmanship are of the requisite quality and quantity. This shall take place at the place of manufacture, fabrication, preparation or at the place of acceptance or at such other places as may be specified in the Contract.

For the purposes of such tests and inspections, the Contractor shall:

- a) provide to the Contracting Authority or his representative, temporarily and free of charge, with such assistance, test samples or parts, machines, equipment, tools, labour, materials, drawings and production data as are normally required for inspection and testing;
- b) Provide access to the Contracting Authority or his representative, at all reasonable times to the place where the tests are to be carried out.

This inspection on quality and quantity shall also be executed by an independent surveyor company at time and place prior or at loading / unloading (before shipment to the warehouse). One inspection per supplier will be on account of the Contracting Authority. Any additional inspection shall be on account of the Supplier. Goods not meeting agreed quality will be rejected. In case goods are rejected, the Supplier will contractually be obliged to pay already incurred fees for rejected goods and also for such fees which will become payable to the inspection company due to multiple interventions and/or fruitless visits and for goods inspected but eventually remained unshipped.

12. Ordering Party

Rural Community Development Society office near dr Mustafa clinic ward no 18 mohallah Qadir Abad Layyah

13. Consignee/Notify and Documents

Rural Community Development Society House No# 4D Al Rehman Garden Phase 2 Lahore

13.1 Following documents must be submitted before tender closing:

Written/printed quotation on letter head paper or on Tender document. The quotation has included:
The pre-qualification documents (3 Pages) as in Annex 1 must be (signed and stamped)
With valid documents of GST sale tax NTN registration form, NTN, Company profile.

13.2 Following documents will be requested from the Seller after firm order:

- Signed copy of the contract for acceptance.
- Original Commercial Invoice
- Performa Invoice (addressed to Consignee)
- Original Waybills
- Packing list

13.3 Expenses for commercial courier to be covered by the bidder/supplier.

14 Payment Conditions

14.2.1 Payment shall take place in the currency of the Contract.

14.2.2 Payments due by the Contracting Authority shall be made through cross cheque to the contractor.

14.2.3 Pre-financing will not be granted.

14.2.4 Payment shall take place after 100% complete delivery of items within 04 working days of the reception at the warehouse/delivery point. The order sum cannot be subdivided into partial payments.

15. Penalties

Delivery schedule will be negotiated and fixed in order. In the event of delay in delivery caused other than by force majeure, the Contracting Authority is entitled to make use of a penalty to 0.05% per calendar 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, the Contracting Authority is entitled to deduct the losses from the invoice. In case of damaged cargo caused by inappropriate packaging the Contracting Authority 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 must inform the Contracting Authority as soon as possible. Goods not meeting agreed quality can be rejected by the Contracting Authority, but if the Contracting Authority accepts these goods a deduction from the order sum and a penalty will be negotiated.

16. Award Criteria

- We prefer one single supplier for all items/Lots but reserve the right to divide per items towards different suppliers.
- Bidders not providing all necessary documents with signed and stamped will be excluded.
- Bidders are urged to provide recent (up to 2 years) references for similar markets.
- **Bid Evaluation:** The Tender Committee will check the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors, in case there is any calculation mistake, unit price will be considered as base for the correction, to assist in the examination, evaluation and comparison of bids, the Tender Committee may, at its discretion, request clarification from the RCDS staff or consultant or Bidder.
- 15% delivery time
- 5% Technical Evaluation & provision of references of similar markets
- 50% price
- 30% quality of the goods

Non provision of samples, upon request for the bidders, will lead to exclusion of the bidders.

17: Tender Conditions

- The tenders, all correspondence and documents related to the tender exchanged by the bidder and the Contracting Authority must be written in the language of the procedure, which is English.
- The offer must have a validity of minimum 30 days following the tender deadline.
- The Contracting Authority, in Pakistan, must receive the tenders before

Feb 10, 2024 not later than 05:00(pm) PST in RCDS House No# 04 D Al Rehman Garden Phase 2 Lahore

All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:

- The above address.
 - The reference code of this tender procedure, (i.e Tender Ref #2024/01/rcds/05
 - The words 'Not to be opened before the tender opening session'
 - The name of the bidder.
 - Quotations are to be provided per hard copy, in one copy only. Offers per e-mail or fax will not be accepted or considered.
 - Alteration or withdrawal of tenders
- Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.
 - Any such notification of alteration or withdrawal must be prepared and submitted in outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.
 - No tender may be withdrawn in the interval between the deadline for submission of tenders
 - Costs of preparing tenders: No costs incurred by the bidder in preparing and submitting the tender are reimbursable. All such costs will be borne by the bidder.



- Ownership of tenders: The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.
- Suppliers who do not receive a written feedback 20 days after expiry of the deadline have not been successful and will not be informed in writing.

Email Address: fa@rcdspk.org

Phone # 042-37170280

Welthungerhilfe and RCDS Supplier Declaration Form

Note: This Supplier Declaration Form, including your certification by signature, is part of the qualification procedure for our suppliers and service providers. If you do not fully complete this form, you may be disqualified from the tender.

1. Supplier information

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted in sections 1.1 and 1.2 below is true and complete.

Information about your business

Please provide the following information about your business and attach a copy of your company's legal registration document if available.

| | |
|---|--|
| Business name | |
| Legal form <i>If the supplier is not a registered company, write "notregistered."</i> | |
| Year founded | |
| Country where established | |
| VAT or registration number | |
| Bank details <i>Include the account holder's name, bank name, IBAN, SWIFT code, and currency used.</i> | |
| Physical address, email address, and website | |
| Contact Sales and marketing | |
| Range of products and services provided (Portfolio) | |
| Other information | |

Information about your managing officials

Welthungerhilfe and RCDS upholds high moral standards regarding the conduct of its employees, partners, suppliers, and other service providers. As discussed in part 2.3 below, one of these standards is a



condemnation of terrorism and a commitment that no funds or other resources will be used to support terrorists or terrorist activities in any way. Not only is this standard an integral part of how Welthungerhilfe and RCDS works, but it is also an expectation of our institutional donors and banks that we screen our suppliers and service providers against lists of known and suspected terrorists on a regular basis.

For this reason, we are required to collect certain information about the relevant decision makers of each supplier. In particular, we request information about your top 4 managing officials (e.g., executive board members, managing directors, or heads of department). Generally, these are the individuals listed on your company's registration document. If your company has fewer than 4 managing officials, please provide details for all of your managing officials and let us know this fact when submitting the form.

The data collected below will only be used for comparison with freely accessible international sanctions lists published on the internet and will be protected in accordance with applicable data protection laws. If you have any questions how your data will be processed or stored, please talk to your contact at Welthungerhilfe or send an email to screening@welthungerhilfe.de.

| Managing official 1 | | | |
|---|-------|--------|-------|
| Full name <i>(given name followed by middle and surname)</i> | | | |
| CNIC# | | | |
| Nationality | | | |
| Address <i>(at a minimum, country of residence)</i> | | | |
| Gender <i>(optional)</i> | | | |
| Birthdate | Date: | Month: | Year: |
| Managing official 2 | | | |
| Full name <i>(given name followed by middle and surname)</i> | | | |
| CNIC# | | | |
| Nationality | | | |
| Address <i>(at a minimum, country of residence)</i> | | | |
| Gender <i>(optional)</i> | | | |
| Birthdate | Date: | Month: | Year: |
| Managing official 3 | | | |
| Full name <i>(given name followed by middle and surname)</i> | | | |
| CNIC# | | | |
| Nationality | | | |
| Address <i>(at a minimum, country of residence)</i> | | | |
| Gender <i>(optional)</i> | | | |
| Birthdate | Date: | Month: | Year: |
| Managing official 4 | | | |
| Full name <i>(given name followed by middle and surname)</i> | | | |
| CNIC# | | | |
| Nationality | | | |
| Address <i>(at a minimum, country of residence)</i> | | | |
| Gender <i>(optional)</i> | | | |
| Birthdate | Date: | Month: | Year: |

2. Welthungerhilfe policy statement

Welthungerhilfe supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligning their operations and strategies with the following 10 universally accepted principles in the areas of human rights, labour, environment, and anticorruption:

Human rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

Labour

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and
- Principle 9: encourage the development and diffusion of environmentally friendly technologies.

Anti-corruption

- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

Further information about the UN Global Compact is available (in a variety of languages) at <https://www.unglobalcompact.org>

Welthungerhilfe adheres strictly to its own Code of Conduct

Welthungerhilfe's own Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all of Welthungerhilfe's work. All Welthungerhilfe suppliers are expected to act in accordance with the values of our Code of Conduct, which are as follows:

- The highest standards of personal and professional conduct
- No religious or political activities when representing Welthungerhilfe

- No discrimination
 - Responsibility for health and safety
 - No sexual violence
 - Child protection
 - Responsible handing of personal data and information
 - Responsible use of resources
 - No supporting of terrorism or money laundering
 - No corruption
 - Avoiding conflicts of interest
 - No work under the influence of alcohol or drugs
 - No carrying of weapons
 - Obligation to report concerns, suspicions, and knowledge of Code of Conduct violations

The full Code of Conduct is available at the following link:

<https://www.welthungerhilfe.org/about-us/transparency-and-quality/code-of-conduct/>

By signing this Supplier Declaration Form, you explicitly agree to comply with these principles.

Welthungerhilfe (WHH) renounces all forms of terrorism and money laundering

Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate, or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with guidance issued by the United Nations Security Council and the European Union, Welthungerhilfe is firmly committed to the international fight against terrorism and, in particular, against the financing of terrorism. Accordingly, Welthungerhilfe screens its suppliers and their relevant decisionmakers against lists of known and suspected terrorists to ensure that none of its or its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. By submitting an offer, suppliers and service providers agree to this screening process, including the obligation to provide the information required to conduct the screening (see parts 1.1 and 1.2 above).

3. Supplier declaration

We, _____ (name of company) hereby declare that

- a) all of the information submitted in parts 1.1 and 1.2 above is true and complete;
- b) we are not in bankruptcy proceedings, in judicial insolvency proceedings, or in liquidation, and we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions;

- c) we have not received a sanction by legally binding judgment for reasons that bring into doubt our professional reliability; we comply with our duty to pay social insurance contributions, taxes, and other levies in accordance with the legal provisions of the jurisdiction in which we have our office, the jurisdiction of the consignee, and the jurisdiction where the contract is performed; we assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation, and occupational safety and health;
- d) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of another legal or natural person;
- e) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from any institutional donor involved in development cooperation, humanitarian assistance, or other public financing work (hereinafter “institutional donor”);
- f) we are providing you with all the information required to participate in a tender, and all information submitted in relation to this tender is true and complete;
- g) in respect of contracts that are ultimately paid for out of the funds of an institutional donor, no one has accused us of breach of contract due to gross violation of our contractual obligations;
- h) we have not been excluded as a contract partner by any institutional donor due to ethical issues;
- i) in the event we are chosen as the supplier for any Welthungerhilfe project, we assure to Welthungerhilfe, to any institutional donor involved in the project, and to auditors engaged by either Welthungerhilfe or such institutional donor that they will have reasonable access on demand to our business and accounting documents for the purpose of checks and audits;
- j) we respect basic social rights and condemn child labour;
- k) we understand that Welthungerhilfe will conduct a check to ensure that neither our company nor our top four managing officials appear on any lists of known or suspected terrorists issued by our institutional donors or the governments of which they are a



part;

l) we support the goals of the UN Global Compact; and

m) we act in accordance with the values of Welthungerhilfe's Code of Conduct.

Location, Date

Name, Signature