**BIDDING DOCUMENT**

**FOR**

Printing of IEC Material

(Restoring Social Services and Climate Resilience Project (RSS&CR)

**PPAF**

**Procurement & Compliance Management Section**

**Plot No. 1, Street 12, Mauve Area, G-8/1, Islamabad**

**UAN: (+92-51) 111-000-102, Fax: (+92-51) 2282262**

**URL:** [**www.ppaf.org.pk**](http://www.ppaf.org.pk)

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# INVITATION TO BIDS

Date: 04th December 2024

Pakistan Poverty Alleviation Fund (PPAF) invites sealed bids from eligible bidders for **Printing of IEC Material.**

Bids must be delivered to the below-mentioned office address **on or before 11:00 AM on 19th December 2024** and must be accompanied by a bid security of 3% of the total bid amount in form of call deposit (Cheque will not be accepted). The bids will be opened on the same date i.e **19th December 2024 at 11:30 AM** in the presence of bidders.

Interested eligible bidders may download the bidding document by clicking on the weblink i.e. https://www.ppaf.org.pk/goods

**Procurement & Compliance Management Section**

Pakistan Poverty Alleviation Fund (PPAF)

Plot 14, Street 12, Mauve Area, G-8/1, Islamabad

UAN: (92-51) 111-000-102; Ph: (051) 8439450-79

Fax: (92-51) 2282262 & 4, Website: www.ppaf.org.pk

# INSTRUCTION TO BIDDERS

Date: 4th December 2024

1. Single stage two envelope method shall be adopted for this procurement.
2. The Bid must be enclosed in one sealed envelope with name and return address of bidder submitting the Bid.
3. 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.
4. The bidder shall specify bid validity in days. PPAF may request the bidder for extension in bid validity, if required.
5. In case of difference between bid amount (amount in numbers and amount in words), the amount in words will prevail. Overwriting in the Bid is strictly prohibited.
6. **Bid Submission:** Sealed bids should reach our Office **“Plot # 14, Street 12, Mauve Area, G-8/1, Islamabad on or before 19th December 2024, at 11:00 AM.**
7. **Bid Fee: The interested bidders may bid at a cost of Rs. 2000/- (rupees two thousand. The bidder shall submit a Pay Order/Demand Draft (non-refundable) along with the bid or the bid shall be rejected.**
8. **Opening of Bids:** Bids will be opened on the same day i.e., **19th December 2024, at 11:30 AM** in presence of the bidders’ representatives who chose to participate.
9. In case a public holiday is announced by the Government (Due to any reason) the Bids will be opened the next working day at the same time and venue.
10. **A pay order / demand draft / call deposit / bank guaranty (*cheques are not acceptable*) in favor of “Pakistan Poverty Alleviation Fund” with a value of 3% of the bid amount must also accompany the bid as Bid Security. Bids received without Bid Security shall be rejected.**
11. **Delivery Time:** Within 30 days after signing of contract/PO.
12. **Bid Validity:** Bids shall be valid for a period of 60 days.
13. **Bid Currency:** Currency shall be Pakistani Rupees (PKR).
14. **Bid Price:** The prices must be inclusive of all taxes, duties, delivery / transportation and other allied costs to the final destination(s).
15. The quantity of the item(s) may increase or decrease. Besides, one or more items could be eliminated.
16. **Cancellation of the bidding procedure:** PPAF reserves the right to cancel/reject any or all offers without assigning any reason (s) thereof.

# SELECTION CRITERIA

All bids shall be evaluated under single stage two envelope procedure (Technical Bid and Financial Bid in a single sealed envelope separately).

## TECHNICAL QUALIFICATION CRITERIA

The bidders must fulfil the following basic eligibility criteria, those bidders who don’t fulfil the following basic criteria shall be rejected. The contract shall be awarded to the lowest eligible bidder as per required specification.

|  |  |  |
| --- | --- | --- |
| **S #** | **Documents** | **Score** |
|  | GST registration Certificate. NTN Certificate (with proof of being active). | GST= 05 marksActive Tax payer= 05 marks |
|  | Overall experience of the firm/bidder (02 marks per year) | Maximum 10 marks |
|  | Bidders’ relevant experience (Purchase orders/contracts copies of past 03 years) | Maximum 25 marks(05 marks per assignment) |
|  | Affidavit on a stamp paper stating that the bidder has never been blacklisted by any government/semi-government and non-government organization  | 05 marks |
|  | Turnover of last one year Proof of bank account in the name of business along with last one year bank statement. | Maximum 25 marks(Above 50 M= 25 marks30-50 M= 15 marksBelow 30 M= 10 marks) |

**Note: Minimum of 50 marks are required to qualify for opening of financial bid.**

**Calculation:**

Combined Technical & Financial Score

The weights given to the Technical and Financial Bids are:

Technical = 70 %

Financial = 30 %

Lowest responsive Bid will be selected for award of the Contract.

**DETAIL OF QUANTITY**

Please submit the bids (Unit price in Pak Rs. inclusive of all taxes).

**Printing of IEC Material**

**Description, Types and Quantity of IEC Material**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Size** | **Types** | **Total Quantity** |
| **Posters (Pana flex)** 380 gms | **36 x 48 inches** | 491 | 16,304 |
| **Flyers/Leaflets** (A4 Size, 115 gms matt paper, Single / double-sided four-color printing): (Please quote for single side and double side both separately) | **A4** | 112 | 1,719,113 |
| **Hand Cards / Brochures/Pamphlets** (4x8 inches, 210 gms card (Lamination), Single / double-sided four-color printing, Two folded creases: (Please quote for single side and double side both separately) | **8x4 inches** | 1 | 73,200 |
| **Flip Cards / Calendars** (5 leaves 10 pages (A4 size, 300gsm hard card, Front back printing with matt lamination (Plastic coating), Base 1200gsm hard card with spiral binding) | **A4** | 1 | 427 |
| **Book / Booklet** (A4 sized, 12 pages booklet 115 gms matt paper, 310 gms cover page, Centre Pin, Four colour printing, Double-sided) | **A4** | 1 | 3,660 |
| **Manual** (apx 80 pages) - A4, 128 gms inner pages, 310 gms cover page, Centre Pin, Four colour printing, Double-sided)  | **A4** | 1 | 200 |

**Pre Bid Meeting:** For clarifications (if any), a pre bid meeting will be held on 9th December 2024 from 11:00-11:30 a.m. The interested bidders may choose to attend the meeting via link given below:

[**Join the meeting now**](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NDZlY2E5MTItZDg3OC00ZTg4LTkwOTgtZDI5YmJmYzZhNDNj%40thread.v2/0?context=%7b%22Tid%22%3a%2248342cf5-7f14-4f93-b783-e3dba66cfc8c%22%2c%22Oid%22%3a%220a542eac-8201-491b-a8f1-b42d53b6d03b%22%7d)

Meeting ID: 463 397 268 710

Passcode: cL6cg3AG

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|  |  |  |
| --- | --- | --- |
| **Poster TYPES** | **POSTER Quantity Total** | **Poster Quantity per type** |
| 32 |               5,856  |              183  |
| 4 |               1,847  |              462  |
| 3 |               1,281  |              427  |
| 4 |               5,856  |         1,464  |
| 6 |               1,464  |              244  |
| **49** | **16,304**  | **2,780**  |

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|  |  |  |
| --- | --- | --- |
| **Flyer Types** | **Flyer Quantity Total** | **Flyer Quantity per type** |
| 3 |                  470,313  |           156,771  |
| 4 |                  624,400  |           156,100  |
| 2 |                  312,200  |           156,100  |
| 2 |                  312,200  |           156,100  |
| **11** | **1,719,113**  | **625,071**  |

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature & Stamp:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Please quote the price including all applicable taxes. The delivery will be made to PPAF Islamabad Office. The successful bidder will have to provide Dummies before final printing.

# GENERAL TERMS AND CONDITIONS

Unless the context indicates otherwise, the term “Buyer” refers to PPAF. 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)** **Assignment:** The Supplier shall not assign, transfer, sublet or subcontract the contract or any part thereof without the prior written consent of the Buyer.

**2) 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.

**3) 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.

**3.1)** In the event of and as soon as possible after the occurrence of any cause deemed *force majeure,* the Supplier must inform theBuyer 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.

**3.2)** 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.

**4) Cancellation:** PPAF reserves the right to cancel the contract and /or suspend its activities or through changes to its mandate by virtue of the Management of PPAF. In such a case the Supplier shall be reimbursed by PPAF for completed work/task incurred by the Supplier, including all materials satisfactorily delivered and conforming to specification and terms of contract, prior to receipt of the termination notice.

**4.1)** Should the supplier encounter solvency problems including, but not limited to, bankruptcy, liquidation, receivership and similar, the PPAF 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.

**5) 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 PPAF reserves the right to inspect the goods for compliance with specifications and provisions of the contract. If, in PPAFs’ opinion, the goods and/or services do not comply with the specification, the PPAF 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.

**6) Changes:** The PPAF reserves the right to make reasonable changes at any time to the specification, quantity, destination, or delivery instruction. If any such change affects the price of goods or performance of service the Supplier and PPAF may negotiate an equitable adjustment to the contract, provided that the Supplier claims for adjustments in writing to the PPAF within the contractual period from being notified of any change.

**7) Payment Terms:** Unless otherwise agreed, payment shall be made upon submission of invoice within 15 working days, subject to satisfactory completion of the assignment (upon verification by PPAF).

**8)** 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

**09) Anti-Money Laundering and Anti-Terrorism Financing Policy**

 “It is the policy of the PPAF 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.