**BIDDING DOCUMENT**

**FOR**

MHM Kits

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

**PPAF**

**Procurement 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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Date: 12th December 2024

# INVITATION TO BIDS

Pakistan Poverty Alleviation Fund (PPAF) invites sealed bids from eligible bidders for procurement of **MHM Kits.**

Bids must be delivered to the below-mentioned office address **on or before 11:00 AM on 26th December 2024** and must be accompanied by a bid security of 3% of the total bid amount in form of call deposit and a bid fee of Rs. 5000/-. The bids will be opened on the same date i.e **26th 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 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: 12th December 2024

1. Single stage two envelopes method shall be adopted for this procurement. The selection will be based on quality and cost.
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 organization, 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 26th December 2024, at 11:00 AM.**
7. **Bid Fee: The interested bidders shall attach a Demand Draft/Pay Order (non-refundable) of Rs. 5000/- (rupees five thousand only) along with their Technical Bid otherwise the bid will be rejected.**
8. **Opening of Bids:** Bids will be opened on the same day i.e., **26th 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. **Bid Security: 3% of the total bid amount, in shape of Bank Draft/Pay order in favor of “Pakistan Poverty Alleviation Fund” must be attached with the bid as Bid Security. Bids received without Bid Security shall be rejected.**
11. **Delivery Time:** Within 2-4 weeks 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.
15. The quantity of the item(s) may increase or decrease. Besides, one or more items could be eliminated.
16. Lower specifications will lead to disqualification.
17. Incomplete or late received offers will not be considered.
18. **Cancellation of the bidding procedure:** PPAF reserves the right to cancel/reject any or all offers, and/or cancel the entire bidding process at any stage without assigning any reason (s) thereof.

# SELECTION CRITERIA

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

## TECHNICAL QUALIFICATION CRITERIA

The bidders must fulfil the following mandatory criteria, those bidders who don’t fulfil the criteria shall be rejected (even a single missing document shall lead to disqualification). The contract shall be awarded to the lowest eligible bidder as per required specification.

|  |  |
| --- | --- |
| **Mandatory documents (Stage-1 evaluation)** | **Score** |
| **Technical Criteria** |
|  | GST registration Certificate. NTN Certificate (with proof of being active). | GST= 2.5 marksActive Taxpayer= 2.5 marks |
|  | Total experience of the firm/bidder (Purchase orders/contracts copies of past 03 years) | 20 marks |
|  | 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 20 marks(Above 50 M= 20 marks30-50 M= 15 marksBelow 30 M= 10 marks) |
| **(Stage-2 evaluation)** | **Score** |
| **Financial Criteria** |
|  | Financial Bid | 20 marksFinancial score= Lowest bid/bid under consideration x 20 |
| **Sample Check** |
|  | Sample evaluation | 30 marks |

**Note: Minimum of 40 marks in Technical Criteria (S. No. 1 to 4) are required to qualify for Stage-2 evaluation process.**

**Pre Bid Meeting:** For clarifications (if any), a pre bid meeting will be held on 16th December 2024 from 11:00-11:30 a.m. The interested bidders may choose to attend the meeting via link (Microsoft Teams) given below:

[**Join the meeting now**](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_ZGE0NmRkMzctNjBmNC00YjFiLTg5ZGUtMjk3NmVhMTNlMWQz%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: 410 545 010 410

Passcode: Zb9rZ3CU

**Items list and specification of MHM Kits**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.**  | **Items** | **Unit** | **Quantity** | **Unit Rate (PKR)**  | **Total (PKR)** |
| **1** | **Liquid mosquito repellent (50ml): Quality:** Branded**Size:** 50 ml | Bottle | 1 |  |  |
| **2** | **Female Panties (underwear):Quality:** Cotton **Size:** Medium | Nos | 2 |  |  |
| **3** | **Sanitary Pads:Type:** Reusable cloth pads**Quality:** Super-absorbent, non-irritating materials**Size:** Regular Size | Nos | 2 |  |  |
| **4** | **Towel:****Material:** Cotton **Size:** Minimum 45 cm x 65 cm**Use:** For drying after washing hands or body | No | 1 |  |  |
| **5** | **Nail Cutter:Quality:** Steel**Size:** Medium  | Nos | 1 |  |  |
| **6** | **Soap: Quality:** Antibacterial/medicated**Size:** 170 gm | Nos | 2 |  |  |
| **7** | **Toothpaste:Quality:** Medicated **Size:** 130 gm | Nos | 1 |  |  |
| **8** | **Toothbrush:Size:** Medium  | Nos | 1 |  |  |
| **9** | **Detergent for washing Size:** 0.5 Kg  | Nos | 1 |  |  |
| **10** | **Comb: Quality:** Good Quality Plastic**Size:** Medium  | Nos | 1 |  |  |
|  | **Quantity of Kits= 7468** |
| **Delivery is to be made at PPAF Islamabad Office.** **Total:** |  |  |

# 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.