

**Invitation to Bid (ITB)**  
**ITB No. 130**  
For Procurement of New 4 Doors Car

Release Date: January 22, 2017

For: TDEA

Contractor: Trust for Democratic Education and Accountability (TDEA)

Funded by: Dutch Embassy (WABWP)

**1.0. Introduction**

The Trust for Democratic Education and Accountability (TDEA) was registered under the Trust Act 1882 in October 2008 to govern Free and Fair Election Network (FAFEN) which was established in 2006, and is a coalition of 42 leading civil society organizations, working to strengthen all forms of democratic accountabilities in Pakistan.

With its primary mandate to observe elections and seek reforms to improve the quality of elections, TDEA-FAFEN implement robust programs in-between elections related to monitoring parliamentary affairs, connecting constituents to their elected representatives, monitoring the performance of public and elected institutions and advocating governance reforms. FAFEN is also monitoring political and electoral violence, peace activities and promoting active citizenry through ongoing civic education activities across the country.

**1.0. Instructions to Offerors**

- I. **Offer Deadline:** Sealed Bids must be received no later than **05:00PM PST on Friday, January 27, 2017** by post or by hand. All offers must be sent to the Procurement Department at **TDEA-FAFEN, Building No.1, Street 5 (Off Jasmine Road), G-7/2, Islamabad**. Please mark ITB No. 130 on the sealed Envelope.
- II. **Specifications:** Section 3 contains the technical specifications/requirements.
- III. **Quotations:** Prices must be quoted on a lump-sum, all-inclusive basis (including: inspections, transportations, taxes, etc). The quoted price should be with GST if applicable. Offers must remain valid for not less than 30 days after the offer deadline.
- IV. **Negotiations:** Best-offer quotations are requested. It is anticipated that awards will be made solely on the basis of these original quotations; however, TDEA reserves the right to conduct negotiations and/or request clarifications prior to awarding a contract.
- V. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the ITB instructions, meets the source/origin/nationality requirements, and is judged to be the most advantageous in terms of the following evaluation criteria. Only those offers will be considered who meet or exceeds the requested specification. In

judging the offers, the following criteria will be used with weights (Total 100 Marks) applied accordingly:

- **Technical (50 Marks)** – Based on the degree that the offeror meets the required technical specifications.
- **Cost (30 Marks)** — Based on the total price offered.
- **Delivery Schedule (20 Marks)** — Based on the delivery schedule offered.

**VI. Terms and Conditions:** Issuance of this ITB does not in any way obligate TDEA to award a purchase order, nor does it commit TDEA to pay for costs incurred in the preparation and submission of a proposal. This solicitation is subject to TDEA's standard terms and conditions. Any resultant award or lease will be governed by these terms and conditions.

**VII. Invoicing:** Upon the acceptance of the contract deliverables described in Section 3, the Subcontractor shall submit an original invoice to the TDEA office, Islamabad for payment. The invoice shall be sent to this address **TDEA-FAFEN, Building No.1, Street 5 (Off Jasmine Road), G-7/2, Islamabad.**

To constitute a proper invoice, the invoice must include the following information and/or attached documentation. This information will assist in making timely payments to the Company:

1. Company legal name, NTN number, GST No., invoice date, and invoice number.
2. Deliverable(s) number, description of approved deliverable(s), and corresponding fixed price(s).
3. Bank account information to which payment shall be sent and method of payment.

The TDEA office will pay the company invoice as per subcontractor policy after both

- a) TDEA approval of the company deliverables.
- b) TDEA receipt of the company invoice.

Payment will be made in Pakistani Rupees (PKR), paid to the account specified in the invoice after deduction of taxes as per Government rules from the total amount.

### **3.0. Technical Specifications**

Section 3 contains the technical specifications and requirements of the commodities. Line items are broken down into individual technical specifications.

For each technical specification and requirement line item listed hereunder.

Specifications for New 4 Doors Car		Quantity	Delivery
Engine Capacity:	1.8 L (1798CC)	One	As Soon As Possible
Transmission:	Automatic		
Breaks:	A.B.S or equivalent		
Minimum Specs:	Fog Lamps, Power Windows, Air Bag Driver + Passenger, Leather Seats, A/C and Standard Accessories		
Colour	Silver Metallic		
Brand:	Locally Assembled/Manufactured New Car		
Delivery:	In Islamabad		
<b>Note:</b> Quoted price should be Inclusive of WHT.			

**Note:** TDEA is Filer and our NTN No. 3277502-4

### **4.0. Offer Summary**

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

Registration status: \_\_\_\_\_

NTN number: \_\_\_\_\_

Owner's name: \_\_\_\_\_

CNIC number: \_\_\_\_\_

Telephone#: \_\_\_\_\_

Does the business have an active bank account? (*Circle one*)    YES    NO

**5.0. Letter of Submission**

*The following letter must be completed and submitted with any offer:*

To: TDEA-FAFEN  
Attention: Procurement Department

Reference: ITB No. 130

To Whom It May Concern:

I hereby present the enclosed proposal in response to the above-referenced ITB.

I hereby acknowledge and agree to all of the terms and conditions, special provisions, and instructions included in the above referenced ITB. I further certify that the business named below—as well as the business’ principal officers and all commodities/services offered in response to this ITB—are eligible to participate in this procurement under the terms and conditions of this solicitation.

I certify the following: “The business named below, to the best of my current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.”

**The prices quoted in this offer are valid for 30 days.**

I hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete, to the best of my knowledge.

\_\_\_\_\_  
Business name

\_\_\_\_\_  
Name and title of authorized representative

\_\_\_\_\_  
CNIC Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date