**Invitation to Bid**

**ITB No. 273**

One Year Contract for Office Stationary – 2019-20

Release Date:   August 25, 2019

For:                  TDEA

Contractor:       Trust for Democratic Education and Accountability (TDEA)

Funded by:       TDEA

1. **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 54 leading civil society organizations, working to strengthen all forms of democratic accountabilities in Pakistan.

1. **Instructions to Offerors**
2. **Offer Deadline:** Sealed quotations must be received no later than **05:00 PM** **PST** on **Monday, September 2, 2019** by post or by hand. All quotations must be sent to following address:

**Procurement Department**

**TDEA-FAFEN**

**Building No. 1, Street No. 5 (Off Jasmine Road)**

**G-7/2, Islamabad.**

Please mark **ITB No. 273 on the sealed envelope.**

**Please Note, it is mandatory to fill section 3.0, 4.0, 5.0 and submit with your Quotation.**

**For queries and questions please email to** imraan.ashraf@tdea.pk/ iram.dilnasheen@tdea.pk

1. **Specifications**:

See section 3 specifications

1. **Quotations**: Prices must be quoted on a lump‑sum, all-inclusive basis (including: insurance, inspections, transportations, all taxes, GST etc). Offers must remain valid for not less than 30 days after the offer deadline.
2. **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.
3. **Evaluation and Award**: The award will be made to a responsible offeror whose offer follows the RFQ instructions 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 applied accordingly:

Company must be GST registered with proper office setup. TDEA reserves the rights to inspect the office before awarding the contract.

* **Cost (100 Marks) — Based on total price offered of all Items.**

 **Total 100 Marks**

TDEA may (a) reject any or all bids, (b) accept other than the lowest cost bid, (c) accept more than one bid, (d) accept alternate bids, (e) accept part of the bid instead of whole and (f) waive informalities and minor irregularities in bids received.

1. **Delivery**: The delivery terms are to deliver items ordered within one day of order receipt. The delivery estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.
2. **Invoicing**: Upon the acceptance of the contract deliverables described in Section 3, the Subcontractor shall submit an original GST invoice to the TDEA office, Islamabad for payment. The invoice shall be sent to the following address: **TDEA** Address **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:

* Company legal name, NTN number, **GST** number, invoice date, and invoice number.
* Deliverable(s) number, description of approved deliverable(s), and corresponding fixed price(s).

The TDEA office will pay the company invoice within thirty (30) business days after both

* TDEA approval of the company deliverables.
* TDEA receipt of the company invoice.

Payment will be made in Pakistani Rupees (PKR), paid to the account specified in the invoice, withholding Tax and GST will be deducted from the total amount as per Govt. Rule.

1. **Specifications**

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

For each specification and requirement line item listed hereunder.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.#** | **Item Description** | **Brand** | **Unit / Packing** | **Price****Per unit with GST**  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Paper Rims- A3 size 80 gm | Double A | Rim |  |
| 2 | Paper Rims- A4 Size 80 gm | Double A | Rim |  |
| 3 | Paper Rims- A4 Size 80 gm | Paper One | 1 Unit |  |
| 4 | Pen | Dollar Gel-1 (0.7) | 1 Unit |  |
| 5 | Ball Point Pens  | Piano- Point 0.8 mm | 10 Unit |  |
| 6 | Pointers | Dollar-soft-liner 0.3mm | 1 Unit |  |
| 7 | Permanent Markers | Dollar | 10 Unit |  |
| 8 | Board Markers | Snowman | 10 Unit |  |
| 9 | Highlighters | Dollar | 1 Unit |  |
| 10 | Pencils (Lead ) | Goldfish HB-5000 | 10 Unit |  |
| 11 | Binder Clips-Size 2" | Diamond | 12 Unit |  |
| 12 | Binder Clips- 41mm | Diamond | 12 Unit |  |
| 13 | Binder Clips-32 mm | Diamond | 12 Unit |  |
| 14 | Binder Clips- 19 mm | Diamond | 12 Unit |  |
| 15 | Box Files-Alfalah 929 | Alafalah 929 | 1 Unit |  |
| 16 | 2-D Ring File Folder  | Connet WW-225D (White Color) | 1 Unit |  |
| 17 | Plastic file A/4 L shape- Transparent | Ideal or equivalent  | 1 Unit |  |
| 18 | Paper Clips/office clips-Medium  | 3-Flower | 1 Box |  |
| 19 | Chart papers-White | Local-White | 1 Unit |  |
| 20 | Flash Cards | Standard | 1 Packet |  |
| 21 | Colored thumb tags | SAN XING | 1 Packet |  |
| 22 | Thumb pins- steel | Standard | 1 Box |  |
| 23 | Plastic Dori roll (thread) | Local | 1 Unit |  |
| 24 | Glue Sticks-Medium | 3M/ UHU | 1 Unit |  |
| 25 | Note book (spiral)-For Management | Bingo (360 pages) | 1 Unit |  |
| 26 | Paper Cutter | Dux | 1 Unit |  |
| 27 | Erasers (Milan) | Milan | 1 Unit |  |
| 28 | Sharpeners | Dux (Silver) | 1 Unit |  |
| 29 | Stapler (Medium) | Dux with pin opener | 1 Unit |  |
| 30 | Punch Machine-Medium size | Dux | 1 Unit |  |
| 31 | Scales (Steel 12") | Standard | 1 Unit |  |
| 32 | Separators (pkt. Of 10 pcs) | Orion/Universal/Cosmo | 1 Unit |  |
| 33 | Staple pins-Normal size 24/6 | Dollar | 1 Unit |  |
| 34 | Staple pins- Large Size | Max/HD 50/50R | 1 Unit |  |
| 35 | Tapes-White Masking Tape 1" | Abro/ Olympia | 1 Unit |  |
| 36 | Tapes-White Masking Tape 2" | Abro/ Olympia | 1 Unit |  |
| 37 | Tapes-Scotch Tape 1" | Johnson 4 star/Olympia | 1 Unit |  |
| 38 | Tapes-Scotch Tape 2" | Johnson 4 star/Olympia | 1 Unit |  |
| 39 | Tapes-Brown Packing Tape 2" |   | 1 Unit |  |
| 40 | Binding Tape 2” | Good Quality | 1 Unit |  |
| 41 | Binding Tape 3” | Good Quality | 1 Unit |  |
| 42 | Binding Sheets A4 (Transparent) | Good Quality | 1 Unit |  |
| 43 | Pin remover | Sun wood, KW-Trio | 1 Unit |  |
| 44 | Large Calculators (12 Digit) | CITIZEN (CT-912) | 1 Unit |  |
| 45 | Desk Tray | PMP | 1 Unit |  |
| 46 | Pen / pencil holders/ Jar | KW | 1 Unit |  |
| 47 | Post-it-Small: Size 3x2 | Post-it | 1 Unit |  |
| 48 | Post-it-Medium Size:3x3 | Post-it | 1 Unit |  |
| 49 | Post-it-Large: Size: 5x3 | Post-it | 1 Unit |  |
| 50 | Tape Dispensers | National/KW/Dux | 1 Unit |  |
| 51 | Correction Fluid Pen | Dux | 1 Unit |  |
| 52 | Scissors | Medium | 1 Unit |  |
| 53 | Board Dusters | Standard | 1 Unit |  |
| 54 | Writing pad- A4 size | Lucky or equivalent  | 1 Unit (45-50 Pages) |  |
| 55 | Writing pad- A5 size | Al-Farooq or equivalent  | 1 Unit (45-50 Pages) |  |
| 56 | Ring Binder-Alfalah-No.922, A/4-S | Alfalah-No.922, A/4-S | 1 Unit |  |
| 57 | Brown Envelope  | A3 size | 1 Unit |  |
| 58 | Art Card  | A4 150gms | Pack of 100 cards |  |
| 59 | Button file | Model 9130-FC / Grash | I Unit |  |

**Note:** Incomplete offer will not be processed.

1. **Offer Summary**

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

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

GST No.:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                \_\_\_

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

Owner’s name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

1. **Letter of Submission**

*The following letter must be completed and submitted with your sealed quotation.*

To:       **TDEA-FAFEN**, **Building No. 1, Street 5 (Off Jasmine Road), G-7/2, Islamabad**

**Attention:**  Procurement Department

**Reference:**     ITB No. - 273

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