

**Invitation to Bids  
ITB No. 276**

**Procurement of Car**

**Release Date:** September 27, 2019

**For:** TDEA – WE'RE Leaders

**Contractor:** Trust for Democratic Education and Accountability (TDEA)

**Funded by:** Global Affairs Canada

**1.0. Introduction**

The Trust for Democratic Education and Accountability (TDEA) was established in October 2008, registered under the Trust Act 1882. One of the objectives of setting up the TDEA was meant to govern the Free and Fair Election Network (FAFEN), which was launched in 2006, and is a coalition of 54 leading civil society organizations. In order to promote and strengthen a democratic and just society that guarantees rights, respect and dignity of all individuals, TDEA strives to strengthen public accountabilities by enhancing capability of citizens' associations to work for civil liberties, improved governance, democracy and peace in Pakistan.

**2.0. Instructions to Offerors**

- I. **Offer Deadline:** Sealed quotations must be received no later than **05:00 PM PST** on **Friday, October 04, 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. 276 on the sealed envelope.**

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

**For queries and questions please email to [imraan.ashraf@tdea.pk](mailto:imraan.ashraf@tdea.pk)**

- II. **Specifications:**  
See section 3 specifications
- III. **Quotations:** Prices must be quoted on a lump-sum, all-inclusive basis (including: insurance, inspections, transportations, all taxes, GST, FED, etc). 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 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:

- **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.

**VI. 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 ITB must be upheld in the performance of any resulting contract.

**VII. 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.

### 3.0. **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	Qty	
1	<b>New 4 Doors Car</b>	One	
	<b>Engine Capacity:</b>		1.5 to 1.6 (Aprox. 1500CC to 1600CC)
	<b>Transmission:</b>		Automatic
	<b>Breaks:</b>		A.B.S or equivalent
	<b>Minimum Specs:</b>		Seating Capacity 4 persons, LCD, Power Windows, SRS - Air Bags Driver + Passenger, A/C, Alloy Rims, Standard Accessories & Warranty
	<b>Colour</b>		Silver
	<b>Brand:</b>		Locally Assembled/Manufactured Car in Pakistan
	<b>Delivery:</b>		In Islamabad

**4.0. 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

**5.0. 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. - 276

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