



**Request for Quotation
RFQ No. 307**

One Year Contract for Kitchen Item Supplies – 2020-2021

Release Date: September 18, 2020

For: TDEA

Contractor: Trust for Democratic Education and Accountability (TDEA)

Funded by: TDEA

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 35 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 not later than **5:00 P.M. (PST) on Friday, September 25, 2020** by post or by hand. All offers must be sent to the following address:

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

Please mark **RFQ No. 307** 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

I. **Specifications:**

See section 3 specifications

- II. **Quotations:** Prices must be quoted on a lump-sum, all-inclusive basis (including: insurance, inspections, transportations, all applicable taxes, GST etc). Offers must remain valid for 30 days after the offer deadline.

- III. **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.

- IV. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the RFQ/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 in terms of weightage:

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

Total 100 Marks

Disqualification:

Offers are liable to be rejected if:-

- a) Validity of offer is not quoted as required in quotation/documents.
- b) Any deviation from the General/ Special/Technical Instructions.
- c) Offers are found conditional or incomplete in any respect.
- d) Multiple rates/items are quoted against one item.
- e) Offer received later than appointed/fixed date and time.
- f) Offers (Commercial / technical) containing non-initialed/unauthenticated amendments/corrections/overwriting.
- g) The offer is found to be based on cartel action in connivance with other sources/participants of the tender.
- h) Cost is quoted in other than Pak Rupees currency.

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.

- V. Delivery:** The delivery terms are to deliver items ordered within one day of order receipt. The delivery time committed in the offer in response to this RFQ, must be upheld in the performance of any resulting contract.
- VI. Invoicing:** Upon the acceptance of the contract deliverables described in Section 3, the contractor shall submit an original GST invoice to the TDEA office, Islamabad for payment. The invoice shall be sent to the following address: **TDEA, 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 fifteen (15) business days after:

- 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 the Government Rules.

3.0. Specifications

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

For each specification and requirement line item listed are hereunder:



S.#	Item Description	Brand	Unit / Packing	Price Per unit with GST
1	Fresh Milk – Tetra Pack (Milk Pack)	Nestle	1 Liter	
2	Dry Milk for Tea (Everyday)	Nestle	1.5 KG Pouch	
3	Black Tea Bags	Lipton	100 Packs	
4	Black Tea	Lipton	950 Grams (Pouch)	
5	Green Tea Bags (Lemon)	Tapal	30 Packs	
6	Coffee (Classic)	Nescafe'	100 Grams Bottle	
7	Sugar	Standard	5 KG Packing	
8	Dishwashing Liquid Lemon Max	Max	475 ML	
9	Dishwashing Lemon Max Long Bar	Max	305 Grams	
10	Dishwashing Sponge	Scotch Bright	Apx 2.3"	
11	Steel Wool	Any Brand	1	
12	Match Box (packet of 10 match box)	Kite	10 Match Boxes	
13	Kitchen Roll (Tissue)	Rose Petal	1 Roll	

Note: Incomplete offer will not be processed.

4.0. Offer Summary

Business name: _____

Address: _____

GST No.: _____

NTN number: _____

Focal Person: _____

Cell 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, Building No. 1, Street 5 (Off Jasmine Road), G-7/2, Islamabad

Attention: Procurement Department

Reference: RFQ No. - 307

To Whom It May Concern:

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

I hereby acknowledge and agree to all of the terms and conditions, special provisions, and instructions included in the above referenced RFQ. I further certify that the business named below—as well as the business’ principal officers and all commodities/services offered in response to this RFQ —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, any material or financial support to banned outfit(s), 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