



**Request for Quotation
RFQ No. 309**

One Year Contract for Office Stationary – 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/courier 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. 309 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 not less than 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. TDEA, however, reserves the right to conduct negotiations and/or request clarifications prior to awarding the contract.
- IV. **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 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 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 fifteen (15) business days after the following:

- 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 Government rules.

3.0. Specifications

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

Specification and requirement for each line-item listed are as follows:

S.#	Item Description	Brand	Unit / Packing	Price Per unit with GST
1	Flip Charts	Standard	Set of 10 flips	
2	Paper Rims- A4 Size 80 gm	HP	1 Ream	
3	Paper Rims- A4 Size 80 gm	Paper One	1 Ream	
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-Alfalalah 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"	Good Quality	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	1 Unit	

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. - 309

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 any banned outfits, 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