



Invitation to Bid
ITB No. 424
One Year Agreement for Cleaning Supplies

Release Date: March 14, 2024

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. TDEA strives to strengthen public accountability by enhancing the capabilities of individuals 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 March 26, 2024** by post/courier or by hand. All offers must be sent to the following address:

**Procurement Unit
TDEA-FAFEN
House No. 40, Orchard Scheme, Orchard Road (Off Murree Road),
Margalla Town, Islamabad.**

Please mark ITB No. 424 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: Procurement@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 applicable taxes, GST 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. TDEA, however, reserves the right to conduct negotiations and/or request clarifications prior to awarding the 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 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:-

- Offers are found conditional or incomplete in any respect.
- Incomplete offers will be disqualified even a single item quote is missing
- Multiple rates/items are quoted against one item.
- Offer received later than appointed/fixed date and time.
- The offer is found to be based on cartel action in connivance with other sources/participants of the tender.
- 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.

VI. 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 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 on this address: TDEA Address House No. 40, Orchard Scheme, Orchard Road (Off Murree Road), Margalla Town, 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	UoM / Packing	Price with GST (in PKR)
1	Hand Wash Refill	Lifebuoy	1 Liter	
2	Dusting Cloth (Pholalain)	Standard	18" x 24"	
3	Dusting Cloth (Pholalain)	Standard	1 KG	
4	Tissue Box	Rose Petal	150 x 2 Ply Pop-up Box	

5	Tissue Rolls (Width 4")	Rose Petal	10 Packs	
6	Hi-Jeen Tissue (White color with 2 ply)	Rose Petal	Packet	
7	Surface Cleaner - Phenyl Diluted Bottle	Finis	2.9 Liter	
8	Surface Cleaner - APC Floral	Finis	1 Liter	
9	Housekeeping Shopper with handle 36" x 20" (for Large Big dustbin)	Plastic (Black)	1 KG	
10	Mortein Spray (All Insect Killer)	Reckitt Benckiser	400 ML	
11	Surf Washing Powder	Express	1 KG	
12	Sweep Acid	Standard	Plastic Bottle 250ML	
13	Furniture Polish	Bottle (7CF)	550 ML	
14	Glint (Super active)	Bottle (PP)	500 ML	
15	Cleaning Mob (Wet)	Best Quality	No.	
16	Wiper	Best Quality	No.	
17	Scraper (pickup garbage by standing)	Best Quality	No.	
18	Harpic Toilet Cleaner	Harpic	500ML	
19	Harpic Toilet Cleaner	Harpic	1 Liter	
20	Broom (Phool Jarro)	Best Quality	No.	
21	Face Mask with Nose PIN	Best Quality	50 No Box Pack	

Note: Incomplete offer will not be processed.

4.0. Offer Summary

Business name: _____

Name of Regulator Authority where your business is registered: _____

GST No: _____

NTN number: _____

Focal Person name: _____

Cell number: _____

Land Line number: _____

5.0. Letter of Submission

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

To: TDEA, House No. 40, Orchard Scheme, Orchard Road (Off Murree Road), Margalla Town, Islamabad

Attention: Procurement Department

Reference: ITB No. - 424

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, 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