



**Invitation to Bid**  
**ITB No. 426**  
**One Year Agreement for Office Stationary**

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. 426 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](mailto: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	Flip Charts	Standard	Set of 10 flips	
2	Paper Reams- A4 Size 80 gsm	BMO, Paper One, AA, HP or equivalent	1 Ream	
3	Paper Reams- Legal Size 80 gsm	BMO, Paper One, AA, HP or equivalent	1 Ream	
4	Pen	Dollar Gel-1 (0.7)	1 Unit	
5	Ball Point Pens	Piano- Point 0.8 mm	10 Units	

6	Permanent Markers	Dollar/ Mercury	10 Units	
7	Board Markers	Snowman	10 Units	
8	Highlighters	Dollar	1 Unit	
9	Binder Clips-Size 2"	Diamond	12 Units	
10	Binder Clips- 41mm	Diamond	12 Units	
11	Binder Clips-32 mm	Diamond	12 Units	
12	Binder Clips- 19 mm	Diamond	12 Units	
13	Box Files-Alfalah 929	Alafalah 929	1 Unit	
14	2-D Ring File Folder	Connet WW-225D (White Color)	1 Unit	
15	Plastic file A/4 L shape-Transparent	Ideal or equivalent	1 Unit	
16	Paper Clips/office clips-Medium	3-Flower	1 Box	
17	Chart papers-White	Local-White	1 Unit	
18	Flash Cards	Standard	1 Packet	
19	Colored thumb tags	Herald / San Xing	1 Packet	
20	Plastic Dori roll (thread)	Local	1 Unit	
21	Glue Sticks-Medium	UHU	1 Unit	
22	Paper Cutter	Dux / Xinfu	1 Unit	
23	Stapler (Medium)	MNG	1 Unit	
24	Separators (pkt. Of 10 pcs)	Orion/Universal/Cosmo	1 Unit	
25	Staple pins-Normal size 24/6	Dollar	1 Unit	
26	Staple pins- Large Size	Max/HD 50/50R	1 Unit	
27	Tapes-White Masking Tape 1"	Abro / Olympia	1 Unit	
28	Tapes-White Masking Tape 2"	Abro / Olympia	1 Unit	
29	Tapes-Scotch Tape 1"	Johnson 4 star / Olympia	1 Unit	
30	Tapes-Scotch Tape 2"	Johnson 4 star / Olympia	1 Unit	
31	Tapes-Brown Packing Tape 2"	Good Quality	1 Unit	
32	Post-it-Small: Size 3x2	Pronoti	1 Unit	
33	Post-it-Medium Size:3x3	Pronoti	1 Unit	
34	Post-it-Large: Size: 5x3	Pronoti	1 Unit	
35	Correction Fluid Pen	Dux / Kita	1 Unit	
36	Writing pad- A5 size	Al-Farooq or equivalent	1 Unit (45-50 Pages)	
37	Ring Binder-Alfalah-No.922, A/4-S	Alfalah-No.922, A/4-S	1 Unit	
38	Brown Envelope	A3 size	1 Unit	
39	Button File	Model 9130-FC/Grash	1 Unit	

**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. - 426

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