



Invitation for Tender

Date: December 18, 2023

TenderRef:MSWS/ MSWS/13/ 2023

Procurement of Material for Tuff tiles road **Under** **CSO Bridge**

Muzaffarabad Social Welfare Society is a non-profit, non-political, non-religious organization working for the welfare and development of the marginalized and deprived communities of south Punjab. The organization has a theatre engaged in performing various theatrical interactive performances in districts of Sindh, KPK and Punjab.

Our implementation partner is Farmers Development Organization, hereafter FDO or the Contracting Authority, was established in 1996 as a, not for profit and non-governmental public interest organization and "A company setup under section 42 of companies' ordinance 1984".

Welthungerhilfe (WHH) was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. The organization is non-profit-seeking, non-partisan, and non-denominational. Donations from the population at large fund our work in over 40 countries in Africa, Asia, and Latin America. In addition, WHH receives grants from the Federal German Government, the European Union, and the United Nations for International Development.

[Instructions to tenderers](#)

By submitting a tender, tenderers fully and unreservedly accept the conditions of this call for tenders, which will constitute the governing the contract as the sole basis of this tendering procedure, whatever the tenderers own conditions of sale may be, which they hereby waive. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions, and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

To be eligible to take part in this tender procedure, tenderers must prove to the satisfaction of the Contracting Authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively. Participation is open to neutral persons and legal persons [participating either individually or in a grouping (consortium) of tenderers]



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The foreseeable timetable for this procedure is as follows:

	DATE	TIME in PST
Deadline for requesting clarifications from the Contracting Authority	December22, 2023	12:00 PM
Last date on which clarifications are issued by the Contracting Authority	December24, 2023	05: 00 PM
Deadline for submission of tenders	December30, 2023	03: 00 PM

1. [General remarks and special conditions](#)

All offered commodities must be sound, fair, and merchantable quality. The quality must be in line with the specifications stated in this tender.

- All offered products according to national/international standards such as ISO.
- MSWS prefer a single supplier! But MSWS reserve the right to divide the order into lots and orders from various tenderers.
- Timely arrival in accordance with the negotiated delivery periods is of utmost important!
- Part shipments are not allowed without authorization of the Contracting Authority
- The Contracting Authority holds the right to change quantities and slight changes to the technical specifications.
- The origin of all products needs to be indicated in the offer.
- In case an alternative to the specified items is offered, this must be clearly indicated and excessively documented
- In case of calculation mistake unit rate will be considered for financial evaluation

2. [Specifications / Bill of Quantities](#)

The specifications and quantities of the items for the **Procurement of Material for Tuff Tiles Road** are as under;

Procurement of soaps and refreshment boxes						
Sr	Item	Description	Unit	Quantity	Unit Rate	Total Amount
1	Tuff Tiles	60 mm , Grey Colour, 1 st class quality	Sqf	7390		
2	Sand Local	Best Quality	Trolley	36.2		



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3	Kerb Stone	Grey Colour,(12x18), 1 st class quality	No	600		
4	Bricks A Class	(Length: 9 inches. Width: 4 inches. Height: 3 inches), 1 st class quality	No	1060		
5	Earth	Local, Best Quality	Trolley	61.6		
Total Amount including all applicable taxes and transportation						

The tenderer must submit a tender for all items.

A tenderer may include in its tender the overall discount it would grant in the event of some or all the items for which it has submitted a tender being awarded. The discount should be clearly indicated for each item in such a way that it can be announced during the public tender opening session.

3. Marking/labelling

No markings required, only markings allowed are technical and safety markings.

4. Packaging and picking

For all items, the packaging must be appropriate to the nature (size, weight) of the items and reach international standards. The packaging should avoid transport damages and protect from bad weather conditions. Costs of picking and packaging and transportation must be included in the unit price of each item.

5. Delivery conditions

All transport details (Origin, City of Loading and Routing) must be indicated within the offer. The cost of transportation, loading unloading can be stated separately or included in the price of items. Partial shipments without authorization of the Contracting Authority are not allowed. Each shipment must be announced with prior notice.

6. Delivery schedule

Delivery is requested as soon as possible after the Purchase Order/signing of contract. Faster delivery is appreciated; therefore, clearly indicate your delivery delay in calendar days in the offer.

7. Delivery Location

Muzaffarabad, Basti gareebabad Ward Number 2, Tehsil and Dist. Multan UC 76

8. Prices

All prices in your quotation must be indicated in Pakistan Rupees (PKR). Quotations stated in other currencies will not be considered in the awarding process. The analysis of the offers will be performed in Pakistani Rupees (PKR). Prices need to include all applicable taxes i.e., GST, WHT, insurance costs, and all other applicable taxes by the government of Pakistan. Transport prices need to include transport tax.

9. Inspection

The Contracting Authority shall be entitled to inspect, examine measure and test the components, materials, and workmanship, and check the progress of preparation, fabrication or manufacture of anything being



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prepared, fabricated or manufactured for delivery under the contract, in order to establish whether the components, materials, and workmanship are of the requisite quality and quantity. This shall take place at the place of manufacture, fabrication, preparation or at the place of acceptance or at such other places as may be specified in the Contract.

For the purposes of such tests and inspections, the Contractor shall:

- a) Provide to the Contracting Authority or his representative, temporarily and free of charge, with such assistance, test samples or parts, machines, equipment, tools, labor, materials, drawings and production data as are normally required for inspection and testing.
- b) Provide access to the Contracting Authority or his representative, at all reasonable times to the place where the tests are to be carried out.

This inspection on quality and quantity shall also be executed by an independent surveyor company at time and place prior to or at loading/unloading (before shipment to the warehouse). One inspection per supplier will be on account of the Contracting Authority. Any additional inspection shall be on account of the Supplier. Goods not meeting agreed quality will be rejected. In case goods are rejected, the Supplier will contractually be obliged to pay already incurred fees for rejected goods and for such fees which will become payable to the inspection company due to multiple interventions and/or fruitless visits and for goods inspected but eventually remained unshipped.

10. [Ordering Party](#)

**Muzaffarabad Social Welfare Society Street Number 23 house number 16 D Zakriya Town Bosan Road
Multan**

11. [Consignee/Notify](#)

**Muzaffarabad Social Welfare Society Street Number 23 house number 16 D Zakriya Town Bosan Road
Multan Ph# 061-6218073**

Documents

Following documents must be submitted before tender closing:

- Written/printed quotation on letterhead paper or on Tender document. The quotation has included: the pre-qualification documents (3 Pages) as in Annex B must be (signed and stamped)
- **Company Profile (Must include Past 01-year experiences, GST/Sales Tax registrations/NTN)**

Following documents will be requested from the Seller after firm order:

- Original Commercial Invoice
 - Performa Invoice (addressed to Consignee)
 - Original Waybills
 - Packing list
- Expenses for a commercial courier to be covered by the tenderer/supplier

12. [Payment Conditions](#)

- Payments due by the Contracting Authority shall be made through cross cheque to the contractor.
- Payment shall take place in the currency of the Contract.
- Pre-financing will not be granted.
- Payment shall take place after the complete delivery of items at the warehouse/delivery point within 15 working days. The order sum cannot be subdivided into partial payments.



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- The period referred above may be suspended by notifying the Contractor that the invoice cannot be fulfilled because the sum is not due, because appropriate substantiating documents have not been provided or because there is evidence that the expenditure might not be eligible. In the latter case, an inspection may be carried out on the spot for the purpose of further checks. The Contractor shall provide clarifications, modifications or further information within 10 days of being asked to do so. The payment period shall continue to run from the date on which a properly drawn-up invoice is registered.

13. Penalties

The delivery schedule will be negotiated and fixed in the order. In the event of delay in delivery caused other than by force majeure, the Contracting Authority is entitled to make use of a penalty of 5/1000 per calendar day of the total value of the consignment still to be delivered. The penalty will be deducted from the invoice. In the event of incomplete delivery caused by the Supplier, the Contracting Authority is entitled to deduct the losses from the invoice. In case of damaged cargo caused by inappropriate packaging, the Contracting Authority reserves the right to deduct from the relevant order sum an amount according to the variance to the requested specification. In case the quality is not in line with specifications initially agreed by both sides, the Supplier must inform the Contracting Authority as soon as possible. Goods not meeting agreed quality can be rejected by the Contracting Authority, but if the Contracting Authority accepts these goods a deduction from the order sum and a penalty will be negotiated.

14. Award Criteria

- We prefer one single supplier for all items but reserve the right to divide per items towards different suppliers.
- Tenderers not providing all necessary documents, properly signed and stamped will be excluded.

Following quantitative criteria will be considered in the contract granting:

- **60% Price**
- **20% Product sample (MSWS team visit the production site for this Purpose)**
- **20% profile (NTN, PEC, Delivery time, 06 months previous relevant experience, 06 months bank statement)**

15. Tender Conditions

- The tenders, all correspondence, and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure, which is English.
- The offer must have a validity of minimum 60 days following the tender deadline.
- The Contracting Authority, in Pakistan, must receive the tenders before the tender deadline.
- **Muzaffarabad Social Welfare Society Street Number 23 house number 16 D Zakriya Town Bosan Road Multan Ph# 061-6218073** The tender must include all the documents specified in paragraph 14 of these Instructions and be sent to the following address:
- **Muzaffarabad Social Welfare Society Street Number 23 house number 16 D Zakriya Town Bosan Road Multan Ph# 061-6218073** All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
 - The above address.
 - The reference code of this tender procedure, (i.e., **Tender Ref: MSWS/ MSWS/12/ 2023**).
 - The words 'Not to be opened before the tender opening session.'
 - The name of the tenderer.
 - Quotations are to be provided as hard copy, in one copy only. Offers through e-mail or fax will not be accepted or considered.



- Alteration or withdrawal of tenders (as below)
- Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. Tender will not be allowed to be altered after the deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.
- Any such notification of alteration or withdrawal must be prepared and submitted in the outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.
- No tender may be withdrawn in the interval between the deadline for submission of tenders
- Costs of preparing tenders: No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.
- Ownership of tenders: The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.
- Suppliers who do not receive a written feedback 20 days after expiry of the deadline have not been successful and will not be informed in writing.

For queries

mws1974ngo@gmail.com

Procurement Unit Ph: +92-(061)6218073

Note: This Supplier Declaration Form, including your certification by signature, is part of the qualification procedure for our suppliers and service providers. If you do not fully complete this form, you may be disqualified from the tender.

1. Supplier information

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted in sections 1.1 and 1.2 below is true and complete.

1.1 Information about your business

Please provide the following information about your business and attach a copy of your company's legal registration document if available.

Business name	
Legal form <i>If the supplier is not a registered company, write "not registered."</i>	
Year founded	
Country where established	
VAT or registration number	



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Bank details <i>Includetheaccountholder's name, bank name, IBAN,SWIFT code, and currencyused.</i>	
Physical address,emailaddresses,andwebsite	
ContactSalesandmarketing	
Range of productsandservicesprovided(Portfolio)	
Otherinformation	

1.1 Informationaboutyourmanagingofficials

MSWS upholds high moral standards regarding the conduct of its employees, partners,suppliers, and other service providers. As discussed in part 2.3 below, one of these standards is acondemnation of terrorism and a commitment that no funds or other resources will be used to supportterroristsorterroristactivitiesinanyway.Notonlyisthisstandardanintegralpartofhow MSWS work, but it is also an expectation of our institutional donors and banks that wescreen our suppliers and service providers against lists of known and suspected terrorists on a regularbasis.

For this reason, we are required to collect certain information about the relevant decision makers ofeach supplier. In particular, we request information about your top 4 managing officials (e.g.,executive board members, managing directors, or heads of department). Generally, these are theindividuals listed on your company's registration document. If your company has fewer than 4managingofficials,pleaseprovidedetailsforallofyourmanagingofficialsandletusknowthisfactwhensubmittingth eform.



The data collected below will only be used for comparison with freely accessible international sanctions lists published on the internet and will be protected in accordance with applicable data protection laws. If you have any questions how your data will be processed or stored, please talk to your contact at MSWS or send an email to msws1974ngo@gmail.com

Managing official 1			
Fullname <i>(givenname followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
CNIC No			
Managing official 2			
Fullname <i>(givenname followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
CNIC No			
Managing official 3			
Fullname <i>(givenname followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
CNIC No			
Managing official 4			
Fullname <i>(givenname followed by middle and surname)</i>			



Nationality			
Address (at a minimum, country of residence)			
Gender (optional)			
Birthdate	Date:	Month:	Year:
CNIC No			

2. MSWS polycstatement

2.1 MSWSsupportthegoalsoftheUNGloabalCompact

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligningtheiroperationsandstrategieswiththefollowing10universallyacceptedprinciplesintheareasofhumanrights,labor,environment,andanticorruption:

Humanrights

- Principle1:Businessesshouldsupportandrespecttheprotectionofinternationallyproclaimed human rights; and
- Principle2:makesurethattheyarenotcomplicitinhumanrightsabuses.

Labor

- Principle3:Businessesshoulduphold the freedomofassociation andtheeffectiverecognitionoftherighttocollectivebargaining;
- Principle4:theeliminationofallformsofforcedandcompulsorylabour;
- Principle5:theeffectiveabolitionofchildlabour;and
- Principle6:theeliminationofdiscriminationinrespectofemploymentandoccupation.

Environment

- Principle7:Businessesshouldsupportaprecautionaryapproachtoenvironmentalchallenges;
- Principle8:undertakeinitiativestopromotegreaterenvironmentalresponsibility;and
- Principle9:encouragethedevelopmentanddiffusionofenvironmentallyfriendlytechnologies.

Anti-corruption

- Principle10:Businessesshouldworkagainstcorruptioninallitsforms,includingextortionandbribery.

Further information about the UN Global Compact is available (in a variety of languages) at<https://www.unglobalcompact.org>

2.2 MSWSadhererstrictlytoitsownCodeofConduct

MSWSCodeofConductbuildsupontheprinciplesoftheUNGloabalCompactandis anintegral lodestone in all of MSWS work. All MSWS suppliers are expected toactinaccordancewiththevaluesofourCodeofConduct,whichareasfollows:



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- The highest standards of personal and professional conduct
- No religious or political activities when representing MSWS
- No discrimination
- Responsibility for health and safety
- No sexual violence
- Child protection
- Responsible handling of personal data and information
- Responsible use of resources
- No supporting of terrorism or money laundering
- No corruption
- Avoiding conflicts of interest
- No work under the influence of alcohol or drugs
- No carrying of weapons
- Obligation to report concerns, suspicions, and knowledge of Code of Conduct violations

By signing this Supplier Declaration Form, you explicitly agree to comply with these principles.

2.3 MSWS renounces all forms of terrorism and money laundering

MSWS renounce all forms of terrorism and will never knowingly support, tolerate, or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with guidance issued by the United Nations Security Council and the European Union, MSWS are firmly committed to the international fight against terrorism and, in particular, against the financing of terrorism. Accordingly, MSWS screen their suppliers and their relevant decision makers against lists of known and suspected terrorists to ensure that none of its or its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. By submitting an offer, suppliers and service providers agree to this screening process, including the obligation to provide the information required to conduct the screening (see parts 1.1 and 1.2 above)



3. Supplier declaration

We, _____ (name of company) hereby declare that

- a) all of the information submitted in parts 1.1 and 1.2 above is true and complete;
- b) we are not in bankruptcy proceedings, in judicial insolvency proceedings, or in liquidation, and we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions;
- c) we have not received a sanction by legally binding judgment for reasons that bring into doubt our professional reliability;
- d) we comply with our duty to pay social insurance contributions, taxes, and other levies in accordance with the legal provisions of the jurisdiction in which we have our office, the jurisdiction of the consignee, and the jurisdiction where the contract is performed; we assure that we will comply with the legislative and applicable and common standards in terms of wages, social legislation, and occupational safety and health;
- e) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of another legal or natural person;
- f) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from any institutional donor involved in development cooperation, humanitarian assistance, or other public financing work (hereinafter "institutional donor");
- g) we are providing you with all the information required to participate in a tender, and all information submitted in relation to this tender is true and complete;
- h) in respect of contracts that are ultimately paid for out of the funds of an institutional donor, no one has accused us of breach of contract due to gross violation of our contractual obligations;
- i) we have not been excluded as a contract partner by any institutional donor due to ethical issues;
- j) in the event we are chosen as the supplier for any MSWS/FDO/WHH project, we assure to MSWS/FDO/WHH, to any institutional donor involved in the project, and to auditors engaged by either MSWS/FDO/WHH or such institutional donor that they will have reasonable access on demand to our business and accounting documents for the purpose of checks and audits;
- k) we respect basic social rights and condemn child labour;
- l) we understand that MSWS/FDO/WHH will conduct a check to ensure that neither our company nor our top four managing officials appear on any lists of known or suspected terrorists issued by our institutional donor or the government of which they are a part;
- m) we support the goals of the UN Global Compact; and
- n) We act in accordance with the values of MSWS/FDO/WHH Code of Conduct.

Location, Date

Name, Signature



Check List (Mandatory)

Before submitting quotation/bid, please check your documents and tick on check list!

Check List			
Sr. No	Documents	Attachment	
1	Copy of NTN& other Registration Documents	Yes	No
2	Quotation on Business Letter Head/RfQ	Yes	No
3	Cross Copy of CNIC	Yes	No
4	Bank Statement	Yes	No
4	Product Broachers (if any)	Yes	No
5	Sign & stamp on all documents	Yes	No
6	Information & Proof of Relevant Experience	Yes	No

