

Tender for Shelter Kits

February 27, 2022

Humanitarian Aid for Pakistan –Shelter Kits

Our Ref.: PAK-1133/WHH/TRDP/02/2023/02

Madam, Sir,

The Government of the United Kingdom of Great Britain and Northern Ireland acting through the Foreign, Commonwealth & Development Office (“FCDO”) has provided funds for Humanitarian Response Pakistan - 2022 Floods.

Welthungerhilfe (WHH / EUPS Unit 4) 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 Africa, Asia and Latin America. In addition, Deutsche Welthungerhilfe e.V. receives grants from the Federal German Government, the European Union and the United Nations.

Thardeep Rural Development Program (TRDP) is non-profit organization and member of Rural Support Program Network is working in 11 districts of Sindh i.e., Tharparkar, Mirpurkhas, Hyderabad, Jamshoro, Dadu, Tando Allahyar, Mirpurkhas, Matiari, Jacobabad, Sanghar, Shaheed Benazir Abad. for poverty alleviation and rural development. TRDP is implementing WHH funded “Integrated multi-sectoral humanitarian assistance to flood affected communities in Pakistan” in district Mirpurkhas in response to flood situation in the area.

Dependent on the availability of the means, we are in the market today for:

Lot 1: 234 Transitional Shelter Kits

Quantities and contents are subject to alteration!

1. General remarks and special condition

All items must be sound, fair and in merchantable quality. The quality must be in line with the technical specifications stated in this invitation for tender. The bidder has to clearly indicate and specify the details of the offered product in case of an alternative offer. Please indicate the origin of the products in your quotation.

- **All products must be delivered as quickly as possible, at the latest early March 30, 2023**
- **All offered products according to national/international standards such as DIN/ISO and Pakistan Standards & Quality Control Authority (PSQCA)**
- **We prefer one single supplier! however we reserve the right to divide the order into lots and order from various bidders.**
- Timely arrival in accordance with the negotiated delivery periods is of utmost important!
- Bidders are requested to bid per lot; however, privilege will be given to bidders bidding on all lots.
- Part shipments are not allowed without authorization of TRDP.
- TRDP holds the right to change quantities and slight changes to the technical specifications.

2. Specifications / Quantities

a. Lot 1: Transitional Shelter Kits

Quantities: 234 shelters, Refer to Annex II – Bill of Quantity

Specs: Refer to Annex I – Bill of Quantity lot 1

3. Marking

The items are unmarked.

4. Packaging and picking

The packaging is differentiated per lot:

Lot 1: No packaging.

The bidder is encouraged to adapt and specify the container size according to the bid.

The packaging has to 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 must be included in the unit price of each item.

5. Samples/Pictures/Specifications

The lowest evaluated Bidder will be required to furnish the Samples of each item of required specification in final finish form for review and approval of the Purchase before the purchase order is issued to the lowest bidder.

- Samples for lots, 1 need to be provided with clear marking of the bidder's name

Bidders who present too late or incomplete will be excluded from the tender evaluation process. The property of the samples remains to bidder/sender and are to be delivered at the cost of the bidder. After tender evaluation the samples can be collected at the address of sample delivery. If not collected within 21 days of the closing of the tender the property of the samples changes to Consignee.

6. Delivery conditions

All items in lot 1 are to be supplied DDP at nearby villages of district Mirpurkhas. (Village List will be shared later with winning bidders)

All transport details (Origin, City of Loading, Routing) have to be indicated within the offer. Cost for transportation must be stated separately. Partial shipments are possible and can be negotiated. Partial shipments without authorization of TRDP are not allowed. Each shipment has to be announced with prior notice.

7. Delivery schedule

Delivery is required during first week of March 2023 or within 10 calendar days from order. Please clearly indicate the delivery delay if any in your offer.

8. Weight and dimensions of the consignment

Bidders are required to indicate the total weight per item, as well as the total weight and dimensions per lot.

9. Prices

All prices in your quotation must be indicated in PKR currency only. Quotations stated in other currencies will not be considered in the awarding process.

Prices need to include Income tax, insurance costs and all other taxes. Transport prices need to include transport tax.

10. Inspection

Consignment will be inspected on quality and quantity by an independent surveyor company at time and place of loading (before shipment to the warehouse) on account of TRDP. 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 also 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.

11. Ordering Party

Thardeep Rural Development Programme
House # C-2 Zeeshan Housing, Street 01, Citizen
Colony, Qasimabad, Hyderabad

12. Consignee/Notify

Consignee: Thardeep Rural Development Programme
Mirpurkhas Office
Sindh,
Pakistan

13. Documents

Following documents must be submitted before tender closing:

- Written quotation on letter-headed paper
- Completely filled, signed and stamped bid form (refer to Annex IV)
- All relevant technical leaflets and/or detailed specifications of the offered materials
- Copy of GST registration form or Sales Tax registration form
- PEC certification if construction work
- Company registration certification
- Valid NTN and Active taxpayer status
- Company profile (applicable for non-registered supplier only)
- Pre-qualification of suppliers (refer to Annex IV)

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

- Bank guarantee issued by first-class international bank (see paragraph 15)
- Original Commercial Invoice
- Proforma Invoice (addressed to Consignee)
- Original Waybills
- Cargo receipt certificate of delivery note stamped and signed by Consignee
- Packing list

Expenses for commercial courier to be covered by the bidder/supplier.

14. Payment Conditions

Cash against documents (CAD). Payment within 10 working days of the reception at the head office of TRDP of the correctly signed and stamped documents states in paragraph 13. The order sum can be subdivided into partial payments according to part shipments which have been delivered successfully to final destination. Minimum value of each partial payment is 20% of the relevant order sum. Each payment will be arranged by bank transfer within 10 days after invoice received.

15. Performance bond

The successful bidder shall furnish to the TRDP a Performance Security in the form and the amount of the performance bond must be 3% of the relevant order sum within a period of week (7) days after the receipt of Letter of Acceptance/PO. Performance Security at the option of the bidder, in the form of Bank Draft or Bank Guarantee or an insurance company having atleast AA rating from PACRA/JCR for the amount and validity up to 30th of March 2023.

16. Penalties

Delivery schedule will be negotiated and fixed in order. In the event of delay in delivery caused other than by force majeure TRDP 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, TRDP is entitled to deduct the losses from the invoice. In case of damaged cargo caused by inappropriate packaging TRDP 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 has to inform TRDP as soon as possible. Goods not meeting agreed quality can be rejected by TRDP., but if TRDP accept these goods a deduction from the order sum and a penalty will be negotiated.

17. Evaluation and qualification criteria

- We prefer one single supplier for all lots, however reserve the right to divide each lot towards different suppliers.
- Suppliers not providing all necessary documents, properly signed and stamped will be excluded. Following criteria will be considered in the contract granting:
- 30% delivery Period
- 35% price
- 30% quality of the goods
- 5% Previous Experience

Non provision of samples, upon request for the shortlisted bidders, will lead to exclusion of the bidder.

18. Tender Conditions

The tender must be valid 30 days **at minimum**.

Quotations must specify all details according to the tender text. Incomplete offers and offers that arrive later than the deadline for reply will be automatically excluded. All responses will be opened by the TRDP tender committee. Suppliers who do not receive a written feedback 10 days after expiry of the deadline have not been successful.

Quotations must be sent to Ordering Party only. Quotations must reach Ordering Party **not later than the March 12, 2023 at 5:00 p.m.** local (Pakistan time (CET)). Quotations are only to be submitted under closed envelope and addressed to:

Thardeep Rural Development Programme

Tender Committee – do not open before March 13, 2023

House # C-2 Zeeshan Housing, Street 01, Citizen

Colony, Qasimabad, Hyderabad

Please note: Expenses for commercial courier are to be covered by the bidder/supplier.

In case of any questions contact Mr. Ramesh Kumar at e-Mail address: procurement@thardeep.org

The tender is not valid without original signature as well.

ANNEXES:

- I. **Bill of quantity lot 1.**
- II. **Bid form including prequalification documents**
- III. **Price and Condition**

ANNEX I – Bill of Quantity Lot 1

- Transitional Shelter Kits 243

S. N o.	Item	Specifications	Quantity	Unit
1	Door wooden local	6.5-ft high and 3.5-ft wide double panel wooden door fixed with 3 hinges with wooden chokhat, made of 3 months dry neem wood, the cross section of chokhat should not be less than 3"x2". thickness of both panels from sides to center (based on design) should start from 1.5" and 0.75" at center as per available designs including 10" whole pass outside and 6" inside.	1	No
2	Window wooden local	3'x3' double panel wooden window fixed with 2 hinges with wooden chokhat, made of 3 months dry neem wood, the cross section of chokhat should not be less than 3"x2". thickness of both panels from sides to center (based on design) should start from 1.5" and 0.75" at center as per available designs including 6" whole pass inside.	1	No
3	10Rft Bamboo for Roof	"Termite treated, Good quality Chowhari Golden bamboos (for Roof and Baramda), Length 10Rft, Min:2.5-inch diameter at smaller end (top), 3.5-inch diameter at bottom end."	10	No
4	CC Jali (1'x1.5') or Circular	Cement Concrete-CC Jali of 1'x1.5' rectangular or same area in circular shape is acceptable for ventilators, Jali should have minimum 2" thickness	2	No
5	Steel Wall Plate	3mm thick Steel Wall Plate of 1'-6"x9" rectangular size having	2	Per No.
6	Nut Bolts	1/3" Dia Steel Bolt of 8" size having minimum 50% area with circular threads and adjustable good quality nut	30	Per No.
7	1/2" Dia Steel Bar	3-ft Long 1/2" Dia Mild Steel Bar (Plain) of 40-Grade Steel	4	Per No.
8	Safety Gloves (Dastana)	Good quality strong rubber gloves of 12-inches (Bridgestone or similar quality)	Pairs	4
9	Safety Glasses	Safety Goggles/ glasses, protective glasses covered from both sides having eye and nose piece in single unit with no color (Transparent) Made in China	Nos.	2
10	Safety Face masks	Potable face masks having covered steel wire on top thread ring to hang/wear (Made of GE or similar quality)	Packets	1

ANNEX III

Welthungerhilfe Supplier Declaration Form

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.

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 "notregistered."</i>	
Year founded	
Country where established	
VAT or registration number	
Bank details <i>Include the account holder's name, bank name, IBAN, SWIFT code, and currency used.</i>	
Physical address, email address, and website	
Contact Sales and marketing	
Range of products and services provided (Portfolio)	
Other information	

Information about your managing officials

Welthungerhilfe and TRDP 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 a condemnation of terrorism and a commitment that no funds or other resources will be used to support terrorists

or terrorist activities in any way. Not only is this standard an integral part of how Welthungerhilfe and TRDP works, but it is also an expectation of our institutional donors and banks that we screen our suppliers and service providers against lists of known and suspected terrorists on a regular basis.

For this reason, we are required to collect certain information about the relevant decision makers of each 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 the individuals listed on your company's registration document. If your company has fewer than 4 managing officials, please provide details for all of your managing officials and let us know this fact when submitting the form.

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 Welthungerhilfe or send an email to screening@welthungerhilfe.de.

Managing official 1			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
CNIC #			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
Managing official 2			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
CNIC #			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
Managing official 3			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
CNIC #			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:

1. Policy statement

Supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligning their operations and strategies with the following 10 universally accepted principles in the areas of human rights, labour, environment, and anticorruption:

Human rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses.

Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies.

Anti-corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

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

TRDP adheres strictly to its own Code of Conduct

TRDP's own Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all of TRDP's work. All TRDP suppliers are expected to act in accordance with the values of our Code of Conduct, which are as follows:

- The highest standards of personal and professional conduct
- No religious or political activities when representing TRDP
- 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

The full Code of Conduct is available at the following link:
<https://www.welthungerhilfe.org/about-us/transparency-and-quality/code-of-conduct/>

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

TRDP renounces all forms of terrorism and money laundering

TRDP renounces 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, TRDP is firmly committed to the international fight against terrorism and, in particular, against the financing of terrorism. Accordingly, TRDP screens its suppliers and their relevant decisionmakers 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).

2. 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 legislation 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 TRDP project, we assure to TRDP, to any institutional donor involved in the project, and to auditors engaged by either TRDP 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 labor;
- l) we understand that TRDP 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 donors or the governments 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 TRDP's Code of Conduct.

Location, Date

Name, Signature

ANNEX IV.1 Price and Condition sheet Lot 1:

Referring to all technical specifications for the corresponding item in Annex I.

- Transitional Shelter Kits

S. No	Item	Specifications	Quantity	Unit	Unit Rate (Rs.)	Amount (Rs.)
1	Door wooden local	6.5-ft high and 3.5-ft wide double panel wooden door fixed with 3 hinges with wooden chokhat, made of 3 months dry neem wood, the cross section of chokhat should not be less than 3"x2". thickness of both panels from sides to center (based on design) should start from 1.5" and 0.75" at center as per available designs including 10" whole pass outside and 6" inside.	1	No		
2	Window wooden local	3'x3' double panel wooden window fixed with 2 hinges with wooden chokhat, made of 3 months dry neem wood, the cross section of chokhat should not be less than 3"x2". thickness of both panels from sides to center (based on design) should start from 1.5" and 0.75" at center as per available designs including 6" whole pass inside.	1	No		
3	CC Jali (1'x1.5') or Circular	Cement Concrete-CC Jali of 1'x1.5' rectangular or same area in circular shape is acceptable for ventilators, Jali should have minimum 2" thickness	2	No		
4	10Rft Bamboo for Roof	"Termite treated, Good quality Chowhari Golden bamboos (for Roof and Baramda), Length 10Rft, Min:2.5-inch diameter at smaller end (top), 3.5-inch diameter at bottom end."	10	No		
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7	1/2" Dia Steel Bar	3-ft Long 1/2" Dia Mild Steel Bar (Plain) of 40-Grade Steel	4	Per No.		
8	Safety Gloves (Dastana)	Good quality strong rubber gloves of 12-inches (Bridgestone or similar quality)	Pairs	4		
9	Safety Glasses	Safety Goggles/ glasses, protective glasses covered from both sides having eye and nose piece in single unit with no color (Transparent) Made in China	Nos.	2		
10	Safety Face masks	Potable face masks having covered steel wire on top thread ring to hang/wear (Made of GE or similar quality)	Packet	1		
Price of 1 Kit						
Required Kits						243
GRAND TOTAL PRICE						

Transport cost, including transport taxes, Lot 2: _____

Currency (PKR) : _____

Materials are currently stored in (City/Country): _____

Delivery time DDP Mirpurkhas (in days): _____

I, undersigned agree, these prices are for the goods and materials meeting the requirements as indicated in Annex II of this tender and to the packing, transport, delivery and other conditions mentioned in this tender.

Note: Any discrepancies from the given technical requirements or other discrepancies need to be explicitly mentioned.

Name: _____

Signature and Stamp: _____