



# Standard Procurement Documents



# **Request for Quotations**

1<sup>st</sup> Edition

December 2020



# National Poverty Graduation Programme Request for Quotations

for

Procurement of Supplies of Tool kits

Lot#	Description	Lot Ref #
1	Motorcycle Mechanic Tool Kit	RFQ-TRDP-NPGP-24-12-23/1
2	Mobile Technician Tool Kit	RFQ-TRDP-NPGP-24-12-23/2
3	Tailoring Tool Kit	RFQ-TRDP-NPGP-24-12-23/3
4	Plumber Tool Kit	RFQ-TRDP-NPGP-24-12-23/4
5	Electrician and Solar Tool Kit	RFQ-TRDP-NPGP-24-12-23/5
6	Artificial insemination (AI) Tool Kit	RFQ-TRDP-NPGP-24-12-23/6
7	Laptop Kit	RFQ-TRDP-NPGP-24-12-23/7

Ref No: RFQ-TRDP-NPGP-24-12-23

**Issue date:** December 25, 2024



# Foreword

This bidding document has been prepared by National Poverty Alleviation Programme and is based on the 1<sup>st</sup> edition of the IFAD-issued standard procurement document governing requests for quotations - goods, available at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement). This bidding document is to be used for the procurement of goods using shopping as procurement method in projects that are financed by IFAD.

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# REQUEST FOR QUOTATIONS

**Reference Number: RFQ-TRDP-NPGP-24-12/23**

**Procurement of Supplies of Tool Kits**    *December 25, 2024*

1. Thardeep Rural Development Programme (TRDP) is a non-profit and non-governmental organization implementing a project with the support of the National Poverty Graduation Programme (NPGP) in the districts Tharparkar and Umerkot of Sindh of Pakistan. The Government of Pakistan has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of National Poverty Graduation Programme (NPGP) (“the client” or “procuring entity”), and intends to apply part of this financing to the purchase for which this request for quotations (RFQ) is issued.

The use of any IFAD financing shall be subject to IFAD’s approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD’s rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with National Poverty Graduation Programme (NPGP).

2. This procurement is based on the national/international shopping method as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement).

3. The bidder shall not have any actual, potential or reasonably perceived conflict of interest. A bidder with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. A bidder, including their respective personnel and affiliates, are considered to have a conflict of interest if any of them a) has a relationship that provides them with undue or undisclosed information about or influence over the evaluation process and the execution of the contract, b) participates in more than one quotation under this procurement action, c) has a business or family relationship with a member of the purchaser’s board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of this request for quotation, (ii) the selection process for this procurement, or (iii) execution of the contract. A bidder and the service provider have an ongoing obligation to promptly disclose any situation of actual, potential or reasonably perceived conflict of interest during the preparation of the quotation, the evaluation process or the contract execution. Failure to properly disclose any of said situations in a promptly manner may lead to appropriate actions, including the disqualification of the bidder, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations<sup>1</sup>.

4. All bidders are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, “IFAD’s Anticorruption Policy”) while competing for, or in executing, the contract.

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<sup>1</sup> The policy is accessible at: [www.ifad.org/anticorruption\\_policy](http://www.ifad.org/anticorruption_policy).

- a. If determined that a bidder or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers, and/or the latter's personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices as defined in IFAD's Anticorruption Policy or in sexual harassment, exploitation and abuse as defined in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse<sup>2</sup> in competing for, or in executing, the contract, the quotation may be rejected or the contract may be terminated by the purchaser.
- b. In accordance with the IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations, the Fund may investigate and, when applicable, sanction entities and individuals, including by debarring them, either indefinitely or for a stated period of time, to participate in any IFAD-financed or IFAD-managed activity or operation. A debarment includes, *inter alia*, ineligibility to: (i) be awarded or otherwise benefit from any IFAD-financed contract, financially or in any other manner; (ii) be a nominated sub-contractor, consultant, manufacturer, supplier, sub-supplier, agent or service provider of an otherwise eligible firm being awarded an IFAD-financed contract; and (iii) receive the proceeds of any loan or grant provided by the Fund. The Fund may also unilaterally recognize eligible debarments by any of the international financial institutions signatories to the Agreement for Mutual Enforcement of Debarment Decisions.
- c. Bidders and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers, and the latter's personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this bidding process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
- d. Bidders have the ongoing obligation to disclose in their quotation and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for corrupt, fraudulent, collusive, coercive or obstructive practices, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this bidding process or the execution of the contract. Bidders must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the quotation or termination of the contract.
- e. Bidders shall keep all records and documents, including electronic records, relating to this bidding process available for a minimum of three (3) years after notification of completion of the process or, in case the bidder is awarded the Contract, execution of the contract.

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<sup>2</sup> The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

5. The Fund requires that all beneficiaries of IFAD Funding or funds administered by IFAD, including the purchaser, any bidders, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.<sup>3</sup>

6. TRDP invites you to submit your price quotation for as listed in **Annex 1 Schedule of Requirements, Annex 2 Price Schedule and Annex 3 offered specifications** of this RFQ.

7. Your quotation in the required format should be addressed to:

TRDP Regional Office  
Thardeep Rural Development Programme (TRDP),  
102, Defense Housing Cantt  
Hyderabad, Sindh, Pakistan  
E-mail:procurement@thardeep.org

8. The quotation should be accompanied by:

- a. a copy of your business registration and NTN;
- b. list of clients;
- c. completed Annex 1, Annex 2 and Annex 3;
- d. adequate technical documentation and catalogue(s) and any other pertinent information (please refer to point 13.c.)

9. The deadline for receipt of your quotations is **12 PM, January 9, 2025.**

10. Quotations should be submitted by in hard copy, by the deadline and to the address stated above. Bidders can bid on one or more lots.

11. The quotation must be submitted on company letterhead.

12. Bidders must quote all items in the RFQ. A partial quote will not be accepted. If a quotation shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the quotation shall be assumed not to be included in the quotation.

13. **Evaluation.** The purchaser shall award the purchase order to the bidder whose offer has been determined to be the lowest priced quotation and is substantially responsive to the request for quotation, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

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<sup>3</sup> The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

The purchaser's evaluation of a quotation may take into account, in addition to meeting the minimum technical and qualification requirements, the following factors;

- (a) **Delivery schedule. (as per Incoterms 2010)** The items are required to be delivered within the time as specified in the delivery schedule. Quotations offering delivery beyond this delivery time shall be treated as non-responsive.
- (b) **Deviation in payment schedule.** Bidders shall state their quoted price for the payment schedule in the payment terms below. Quotations shall be evaluated on the basis of this base price. Bidders requesting payment terms other than those stipulated in clause 10 below shall have their quotations treated as non-responsive.
- (c) Bidders must meet the minimum qualification criteria as per the following:
  - a. *Must be registered company*
  - b. *Must have list of clients evidencing 5 years of work experience*
  - c. *Must be a GST registered entity (proof of registration along with NTN to be attached)*

14. **Prices.** Prices shall be in Pakistani Rupees (PKR). Prices quoted in currencies other than PKR will be evaluated after converting the currency into PKR at the exchange rate prevailing at <http://www.xe.com> on the date of the deadline of submission for quotations.

15. **Installation and commissioning.** Not applicable.

16. **Payment.** Payment will be made in full within 30 days after delivery and acceptance of service/goods.

17. **Delivery.** Delivery of supplies and service is required in Villages of Mithi, Tharparkar and Umerkot district.

18. **Delivery Schedule.** Bidders must specify an exact time in the quotation. TRDP requires all services and supplies during the period from January 2025 to June 2025, as per the training schedules.

19. **Warranty.** Not applicable.

20. **Validity.** Your quotation should be valid for a period of 90 days (3 months) from the date of your quotation.

21. **Purchase Order.** The purchase order shall be issued by TRDP before the end of the validity of the quotation to the eligible bidder who submitted the lowest evaluated quotation. The purchase order terms and conditions are attached in annex 3. Prior to the issuance of the purchase order and after the completion of the evaluation process, the purchaser/procuring entity reserves the right to increase or decrease the requested quantities under this RFQ.

Yours sincerely,



Procurement Manager, TRDP

*\*Interested bidders may contact on the following email: [procurement@thardeep.org](mailto:procurement@thardeep.org) for details.*

**RFQ Completion Checklist:**









<b><i>Required document</i></b>	<b>Yes</b>	<b>No</b>
Valid Registration, NTN/GST certificates		
List of clients over the past 5 years		
Completed Annex 1 and Annex 2		









## Schedule of requirement

### Tool kit Specification









S #	Description	Ref #	Qty
1	Motorcycle Mechanic Tool Kit	Lot# 1	50
2	Mobile Technician Tool Kit	Lot# 2	75
3	Tailoring Tool Kit	Lot# 3	50
4	Plumber Tool Kit	Lot# 4	25
5	Electrician and Solar Tool Kit	Lot# 5	25
6	Artificial insemination (AI) Tool Kit	Lot# 6	30
7	Laptop Kit	Lot# 7	25
Total			<b>280</b>








## Lot# 1: Catalogue for Motor Cycle Mechanic Tool Kit

S. No.	Items Name	Technical Specifications	Picture for Idea Only
1	Box spanner set of 27 pieces.(10-32mm)	set of 27 pieces.(10-32mm) or Similar	
2	Combination spanner	Combination Spanner 12 Pcs - Combination Spanner Set Ring & Open End - 6mm to 24mm - Silver or Similar	
3	Ring spanner	Double ring 8 pieces wrench set ( 6mm-22mm) or Similar	
4	Wrench	Single Sided Adjustable Wrench - 12inches or Similar	
5	Screw driver	(flat) 4",6",10",12" set of 04 pieces or Similar	
6	Combination pliers	size 8" of Standard Brand	
7	Long nose pliers	size 6" of Standard Brand	
8	Lock pliers (inside and outside)	size 6" of Standard Brand	



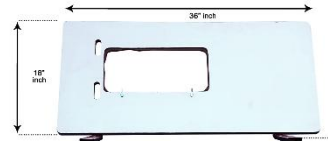



S. No.	Items Name	Technical Specifications	Picture for Idea Only
9	Claw Hammer	0.5 -1.0 KG Hammer with handle or Similar	
10	Rubber hammer	Rubber hammer 0.5KG of Standard Brand	
11	Impact screw driver set	Kennedy KEN 5737140K 40 PCE Impact Driver SET 1/2 SQ. or Similar	
12	Allen Key (L key)	set of 9 pieces of Standard Brand	
13	Mechanic Bench vice	size 4" of Standard Brand	
14	Tools box empty (Iron)	Tools box empty with Printed Logo of EU, SUCCESS, TRDP, (Total 3 logs printed) or Similar ( 2/1)	
15	Oil can	Normal Size of Standard Brand	
16	Feeler gauge	15 Blades Steel of Standard Brand	







## Lot# 2: Catalogue for Mobile Technician Tool Kit

S.No	Item Name	Description/ Specification	Sample/ Photo
1	Safety Gloves (non disposal, 01 pair per kit)	HADE Safety or Similar (non disposal, 01 pair per kit)	
2	Appropriate safety glasses	3M or Similar (01 piece per kit)	
3	Precision screw driver	Precision Screwdriver Set Magnetic - Professional 110 in 1 Screw driver Tools Sets, PC Repair Tool Kit for Mobile or similar	
4	Brush set	10 Pcs/Set Anti-Static Cleaning Brush For Mobile Phone Laptop Electronic Component Repair Cleaning	
5	Blade cutter	Non-Slip Metal Scalpel Knife Tools Kit Cutter Engraving Craft knives+5pcs Blades Mobile Phone PCB DIY Repair Hand Tools or similar	
6	Nose cutter	Standard Quality Brand size 6" of Standard Brand	
7	point cutter	Standard Quality Brand size 6" of Standard Brand	
8	PCB Holder	PCB Holder Jig Universal Rework Station PCB Stand/fixture Platform or Similar	

S.No	Item Name	Description/ Specification	Sample/ Photo
9	Magnifying Glass	Magnifying Glass Magnify stock illustration Similar, standard size	
10	Openers Kit	Standard Quality Brand	
11	Digital Multimeter	Digital Multimeter DT-830D or Similar	
12	Soldering Iron with solder wire and solder paste	Standard Quality Brand	
13	SMD Work Station	KADA 850A Solder Station SMD Rework System or Similar	
14	Digital Power Supply	Regulated DC Power Supply For Mobile Repairing Ps1502D+ or Similar	
11	Tool Bag	Canvas bag with standard quality with project title and 03 logos (TRDP, NPGP, IFAD logo)	

### Lot# 3: Catalogue for Tailoring Tool Kit






Sr.No	Item Name	Description/ Specification	Sample/ Picture
1	Sewing Machine	<p><b>Sewing Machine Specification:</b> Modern tabletop model with 20 built-in stitches, adjustable stitch length (up to 5 mm), and automatic needle threader.</p> <p><b>Electric Motor Specification:</b> 220V, 90W power, 7,000 RPM motor speed with overheat protection and smooth direct-drive operation.</p> <p><b>Additional Features:</b> Built-in LED light, electronic foot pedal control, and lightweight design (&lt;12 kg) with a 2-year warranty.</p>	
2	Sewing Machine Stand Tables / Iron Table with Wooden Stand for Domestic Sewing Machine.	Powder-coated iron tabletop (24"x16") with a wooden stand (adjustable height 28"-34"). Includes a manual pedal, motor mount bracket, spool holder, LED lamp, organizer box, and foldable side extension. Durable, ergonomic, and capable of supporting up to 50 kg, it ensures smooth operation with manual or motorized use.	 
1	Screw Driver Kit	(flat) 4".6",10",12" set of 04 pieces or Similar	
2	Cutting Scissor	Scissor 9" (stainless steel)	
3	Measuring Tape	Measuring tape (1 meter)	

Sr.No	Item Name	Description/ Specification	Sample/ Picture
4	Tailoring Chalk	Standard Quality Brand (2 pieces in one kit)	
5	Machine Oil	Standard Quality Brand	
6	Machine Needles (16 & 18)	Standard Quality Brand (One packet of 16 number and one packet of 18 number in a kit)	
7	Water Spray tool (Plastic)	Local Plastic Made (1 bottle in each kit)	
8	Stapler Machine (medium size) with staples (one box in each kit)	DUX or Similar	
9	Tool Bag	Canvas bag with standard quality with project title and 03 logos (TRDP, NPGP, IFAD logo)	








**Lot# 4: Catalogue for Plumber Tool Kit**



S.No	Items Name		Sample/ Picture
1	Drill Machine with drill set	Impact Drill 13MM, 650W or similar	
2	Grinder Machine	4INCH ANGLE GRINDER 100% COPPER or similar	
3	Heater Machine	PPR Heater Temperature Controlled Pipe Welding Machine 20-32mm	
4	Hammer (Big)	0.5 kg to 1 kg with handle	
5	Chheni	set of 3	
6	Screw Wrench	Single Sided Adjustable Wrench - 12inches or Similar	
7	Pipe Wrench 12 Inches	12" Pipe wrench with red color or similar	
8	R Blade With Frame	Standard Quality	

S.No	Items Name		Sample/ Picture
9	Cutter Blade	Standard Quality	
10	Screw driver	(flat) 4".6",10",12" set of 04 pieces or Similar	
11	Lock-Grip Plier 7"	Oval Jaw Lock-Grip Plier *Steel plate material *Nickel plated	
12	Flashlight	Rechargeable Work flashlight *Main material: aluminum *Battery: 400mAh Li-ion *Charging port: Micro Usb *Lamp bead: 3watt LED	
13	Tool Bag	Canvas bag with standard quality with project title and 03 logos (TRDP, NPGP, IFAD logo)	













### Lot # 5: Specification for Electrician & Solar Technician Tool Kit


S.N O	Items	Specifications	Pictures
1	Drill Machine with drill set	Impact Drill 13MM, 650W or similar	
2	Clamp Meter	400A Digital Clamp Meter or similar	
3	Side cutter pliers	Size 6" of Standard Brand	
4	Hammer	0.5 -1.0 KG Hammer with handle or Similar	
5	Incisor (Chheni)	set of 3	
6	Screw driver	(flat) 4".6",10",12" set of 04 pieces or Similar	
7	R Blade With Frame	Standard Quality	
8	Hand Level	Standard Quality	
9	Electricity Testing Screw driver	01 Small, 01 medium size	
10	Complete tool set	8pcs Handtools set	

S.N O	Items	Specifications	Pictures
11	Wire Stripper	Precise Wire Stripper/Cutter Tool Clamp & Steel Wire Cable Cutter Plier Stripping Tool 26-16AWG	
12	Digital Multi meter	Palm Size Digital Multimeter with Auto range	
13	Insulated hand tools set	10 Pcs interchangeable Insulated screwdriver set	
14	Temperature controller	The range of w1209 digital temperature controller is - 50 to 110C. Resolution of temperature module at -9.9 to 99.9 is 0.1C The resolution of the module at all other temperatures is 1C. The accuracy of the measurement of the W1209 Temperature Control Switch is 0.1 C. Its control accuracy is 0.1C. The module refresh rate is 0.5 Sec. The power controlling module input power is 12V.	
15	Solar Charge Controller	PWM Solar Charge Controller, Dc 12v/24v 10A/20A	


S.N O	Items	Specifications	Pictures
16	Digital Lux Meter	Digital Illuminance Light Meter Tester 200,000Lux Meter Luxmeter Lighting Intensity Brightness Measurement Tool Black	
17	Tool Bag	Canvas bag with standard quality with project title and 05 logos (TRDP-NPGP-IFAD)	

## Lot# 6: Catalogue for Artificial insemination (AI) Tool Kit

Description	Technical Specification Attached	Qty per kit	Unit	Qty Total kits (30)	Picture
Full Sleeves gloves (100 per pkt)	Smooth finish (PVC) on the sleeve. <b>Long sleeves gloves fitted with a 100% cotton lining.</b> 13-gauge gloves: ultra-tight knitting giving the glove perfect support	1	Packet	30	
Scissor (medium size)	SURGICAL Lister Bandage Scissors 3 Piece Set - 3.5", 4.5", and 5.5" Surgical Instruments Stainless Steel Ideal for Veterinarians	1	No	30	
Stop Watch	Stopwatch Timer Lap Split Digital Stopwatch with Clock Calendar Alarm, Display Stopwatch for Sports Coaches Swimming Running	1	No	30	
Thumb Forceps	Adson Brown Tissue Forceps 9 x 9 Teeth Straight Stainless Steel CE	1	No	30	
Lubricant gel	HR Pharmaceuticals Lubricating Jelly Tube - Pack of 1	1	No	30	
Thaw unit	Portable Adjustable Temperatures Frozen Sperm Semen Thawing Thermostat Cup Unit	1	No	30	
Alcoholic Thermometer	Ethanol-filled thermometer are <b>used in preference to mercury</b> for meteorological measurements of minimum temperatures and can be used down to -70 °C (-94 °F).	1	No	30	
AI Gun (Quarter)	<b>Artificial Insemination (AI) Gun</b> follows a universal pattern which ensures better compatibility with French Mini/Medium straws and Sheaths	1	No	30	
AI Gun (Half)	<b>Artificial Insemination (AI) Gun</b> follows a universal pattern which ensures better compatibility with French Mini/Medium straws and Sheaths	1	No	30	
Plastic Sheet Half and Quarter (100 per pkt)	Plan Plastic sheets	2	Pack	60	
AI Container (2 liter)	Artificial Insemination Liquid Nitrogen Container Small Cattle Semen Tank 3 Liter Cryogenic Storage Vessel Dewar	1	No	30	
Apron/ Dhangri	Veterinary Apron	1	No	30	
Gum boot (Plastic long boot)	Long Rain Boots( PVC Long Shoes )	1	No	30	

Description	Technical Specification Attached	Qty per kit	Unit	Qty Total kits (30)	Picture
Bag	PHARMA VISIT BAG NYLON FOR VETERINARY USE Waterproof Messenger Bag (Black, 3 L) with standard quality with project title and logos (TRDP-NPGP-IFAD)	1	No	30	

**Lot # 6: Specification for Laptop**

S.N O	Items	Specifications	Pictures
1	Laptop	Intel® CORE i5 – 8TH GENERATION Processor, 8GB Ram DDR4, 256GB M.2 SSD Drive, 14.0" FHD TOUCH Screen, Intel® Graphics, Backlit Keyboard, HDMI Port, Laptop Adapter WARRANTY: (With Six months post-maintenance warranty)	
2	Laptop Bag	Laptop bag with standard quality with project title and logos (TRDP-NPGP-IFAD)	



## Offered specification (to be filled by bidder)

### Tool kit Specification

<b>S #</b>	<b>Description</b>	<b>Ref #</b>	<b>Qty</b>
1	Motorcycle Mechanic Tool Kit	Lot # 1	50
2	Mobile Technician Tool Kit	Lot # 2	75
3	Tailoring Tool Kit	Lot # 3	50
4	Plumber Tool Kit	Lot # 4	25
5	Electrician and Solar Tool Kit	Lot # 5	25
6	Artificial insemination (AI) Tool Kit	Lot # 6	30
7	Laptop Kit	Lot # 7	25
Total			<b>280</b>

**Lot #1: Catalogue for Motor Cycle Mechanic Tool Kit**

S. No.	Items Name	Offered Specification/Brand Name	Delivery Period
1	Box spanner set of 27 pieces.(10-32mm)		
2	Combination spanner		
3	Ring spanner		
4	Wrench		
5	Screw driver		
6	Combination pliers		
7	Long nose pliers		
8	Lock pliers (inside and outside)		

S. No.	Items Name	Offered Specification/Brand Name	Delivery Period
9	Claw Hammer		
10	Rubber hammer		
11	Impact screw driver set		
12	Allen Key (L key)		
13	Mechanic Bench vice		
14	Tools box empty (Iron)		
15	Oil can		
16	Feeler gauge		

**Lot# 2: Catalogue for Mobile Technician Tool Kit**

S.No	Item Name	Offered Specification/Brand Name	Delivery Period
1	Safety Gloves (non disposal, 01 pair per kit)		
2	Appropriate safety glasses		
3	Precision screw driver		
4	Brush set		
5	Blade cutter		
6	Nose cutter		
7	point cutter		
8	PCB Holder		
9	Magnifying Glass		

S.No	Item Name	Offered Specification/Brand Name	Delivery Period
10	Openers Kit		
11	Digital Multimeter		
12	Soldering Iron with solder wire and solder paste		
13	SMD Work Station		
14	Digital Power Supply		
11	Tool Bag		

**Lot# 3: Catalogue for Tailoring Tool Kit**

<b>Sr.No</b>	<b>Item Name</b>	<b>Offered Specification/Brand Name</b>	<b>Delivery Period</b>
1	Sewing Machine		
2	Sewing Machine Stand Tables		
1	Screw Driver Kit		
2	Cutting Scissor		
3	Measuring Tape		
4	Tailoring Chalk		
5	Machine Oil		
6	Machine Needles (16 & 18)		

Sr.No	Item Name	Offered Specification/Brand Name	Delivery Period
7	Water Spray tool (Plastic)		
8	Stapler Machine(medium size) with staples (one box in each kit)		
9	Tool Bag		

**Lot# 4: Catalogue for Plumber Tool Kit**

<b>S.No</b>	<b>Items Name</b>	<b>Offered Specification/Brand Name</b>	<b>Delivery Period</b>
1	Drill Machine with drill set		
2	Grinder Machine		
3	Heater Machine		
4	Hammer (Big)		
5	Chheni		
6	Screw Wrench		
7	Pipe Wrench 12 Inches		
8	R Blade With Frame		



S.No	Items Name	Offered Specification/Brand Name	Delivery Period
9	Cutter Blade		
10	Screw driver		
11	Lock-Grip Plier 7"		
12	Flashlight		
13	Tool Bag		

**Lot # 5: Specification for Electrician & Solar Technician Tool Kit**

<b>S.N O</b>	<b>Items</b>	<b>Offered Specification/Brand Name</b>	<b>Delivery Period</b>
1	Drill Machine with drill set		
2	Clamp Meter		
3	Side cutter pliers		
4	Hammer		
5	Incisor (Chheni)		
6	Screw driver		
7	R Blade With Frame		
8	Hand Level		
9	Electricity Testing Screw driver		
10	Complete tool set		
11	Wire Stripper		

<b>S.N O</b>	<b>Items</b>	<b>Offered Specification/Brand Name</b>	<b>Delivery Period</b>
12	Digital Multi meter		
13	Insulated hand tools set		
14	Temperature controller		
15	Solar Charge Controller		
16	Digital Lux Meter		
17	Tool Bag		

**Lot# 6: Catalogue for Artificial insemination (AI) Tool Kit**

SR No	Description	Offered Specification/Brand Name	Delivery Period
1	Full Sleeves gloves (100 per pkt)		
2	Scissor (medium size)		
3	Stop Watch		
4	Thumb Forceps		
5	Lubricant gel		
6	Thaw unit		
7	Alcoholic Thermometer		
8	AI Gun (Quarter)		
9	AI Gun (Half)		
10	Plastic Sheet Half and Quarter (100 per pkt)		
11	AI Container (2 liter)		
12	Apron/ Dhangri		
13	Gum boot (Plastic long boot)		

SR No	Description	Offered Specification/Brand Name	Delivery Period
14	Bag		

**Lot # 7: Specification for Laptop**

<b>S.N O</b>	<b>Items</b>	<b>Offered Specification/Brand Name</b>	<b>Delivery Period</b>
1	Laptop		
2	Laptop Bag		

## Price Schedule Tool kits

S #	Description	Ref #	Qty	Price / Kit	Total
1	Motorcycle Mechanic Tool Kit	Lot# 1	50		
2	Mobile Technician Tool Kit	Lot# 2	75		
3	Tailoring Tool Kit	Lot# 3	50		
4	Plumber Tool Kit	Lot# 4	25		
5	Electrician and Solar Tool Kit	Lot# 5	25		
6	Artificial insemination (AI) Tool Kit	Lot# 6	30		
7	Laptop Kit	Lot# 7	25		
Total			<b>280</b>		

**Lot# 1: Price Schedule for Motor Cycle Mechanic Tool Kit**

<b>S. No.</b>	<b>Items Name</b>	<b>Required Quantity</b>	<b>Unit Price with all taxes and delivery charges</b>	<b>Total Price with all taxes and delivery charges</b>
1	Box spanner set of 27 pieces.(10-32mm)			
2	Combination spanner			
3	Ring spanner			
4	Wrench			
5	Screw driver			
6	Combination pliers			
7	Long nose pliers			
8	Lock pliers (inside and outside)			
9	Claw Hammer			
10	Rubber hammer			
11	Impact screw driver set			
12	Allen Kay (L key)			
13	Mechanic Bench vice			
14	Tools box empty (Iron)			
15	Oil can			
16	Feeler gauge			
<b>Total Cost including all taxes and delivery charges</b>				
<b>Per Kit rate</b>				



**Lot# 2: Price Schedule for Mobile Technician Tool Kit**

<b>S.No</b>	<b>Item Name</b>	<b>Required Quantity</b>	<b>Unit Price with all taxes and delivery charges</b>	<b>Total Price with all taxes and delivery charges</b>
1	Safety Gloves (non disposal, 01 pair per kit			
2	Appropriate safety glasses			
3	Precision screw driver			
4	Brush set			
5	Blade cutter			
6	Nose cutter			
7	point cutter			
8	PCB Holder			
9	Magnifying Glass			
10	Openers Kit			
11	Digital Multimeter			
12	Soldering Iron with solder wire and solder paste			
13	SMD Work Station			
14	Digital Power Supply			
11	Tool Bag			
<b>Total Cost including all taxes and delivery charges</b>				
<b>Per Kit rate</b>				

**Lot# 3: Price Schedule for Tailoring Tool Kit**

<b>Sr.No</b>	<b>Item Name</b>	<b>Required Quantity</b>	<b>Unit Price with all taxes and delivery charges</b>	<b>Total Price with all taxes and delivery charges</b>
1	Sewing Machine			
2	Sewing Machine Stand Tables			
1	Screw Driver Kit			
2	Cutting Scissor			
3	Measuring Tape			
4	Tailoring Chalk			
5	Machine Oil			
6	Machine Needles (16 & 18)			
7	Water Spray tool (Plastic)			
8	Stapler Machine (medium size) with staples (one box in each kit)			
9	Tool Bag			
<b>Total Cost including all taxes and delivery charges</b>				
<b>Per Kit rate</b>				

**Lot# 4: Price Schedule for Plumber Tool Kit**

<b>S. No</b>	<b>Items Name</b>	<b>Required Quantity</b>	<b>Unit Price with all taxes and delivery charges</b>	<b>Total Price with all taxes and delivery charges</b>
1	Drill Machine with drill set			
2	Grinder Machine			
3	Heater Machine			
4	Hammer (Big)			
5	Chheni			
6	Screw Wrench			
7	Pipe Wrench 12 Inches			
8	R Blade With Frame			
9	Cutter Blade			
10	Screw driver			
11	Lock-Grip Plier 7"			
12	Flashlight			
13	Tool Bag			
<b>Total Cost including all taxes and delivery charges</b>				
<b>Per Kit rate</b>				

**Lot # 5: Price Schedule for Electrician & Solar Technician Tool Kit**

<b>S.N O</b>	<b>Items</b>	<b>Required Quantity</b>	<b>Unit Price with all taxes and delivery charges</b>	<b>Total Price with all taxes and delivery charges</b>
1	Drill Machine with drill set			
2	Clamp Meter			
3	Side cutter pliers			
4	Hammer			
5	Incisor (Chheni)			
6	Screw driver			
7	R Blade With Frame			
8	Hand Level			
9	Electricity Testing Screw driver			
10	Complete tool set			
11	Wire Stripper			
12	Digital Multi meter			
13	Insulated hand tools set			
14	Temperature controller			
15	Solar Charge Controller			
16	Digital Lux Meter			
17	Tool Bag			
<b>Total Cost including all taxes and delivery charges</b>				
<b>Per Kit rate</b>				

**Lot# 6: Price Schedule for Artificial insemination (AI) Tool Kit**

<b>Sr#</b>	<b>Description</b>	<b>Required Quantity</b>	<b>Unit Price with all taxes and delivery charges</b>	<b>Total Price with all taxes and delivery charges</b>
1	Full Sleeves gloves (100 per pkt)			
2	Scissor (medium size)			
3	Stop Watch			
4	Thumb Forceps			
5	Lubricant gel			
6	Thaw unit			
7	Alcoholic Thermometer			
8	AI Gun (Quarter)			
9	AI Gun (Half)			
10	Plastic Sheet Half and Quarter (100 per pkt)			
11	AI Container (2 liter)			
12	Apron/ Dhangri			
13	Gum boot (Plastic long boot)			
14	Bag			
<b>Total Cost including all taxes and delivery charges</b>				
<b>Per Kit rate</b>				

**Lot # 7: Price Schedule for Laptop**

<b>S.N O</b>	<b>Items</b>	<b>Required Quantity</b>	<b>Unit Price with all taxes and delivery charges</b>	<b>Total Price with all taxes and delivery charges</b>
1	Laptop			
2	Laptop Bag			
<b>Total Cost including all taxes and delivery charges</b>				

## Annex -4

### Draft Purchase Order

To: *Name of Service Provider*

*Date*

Attn:

Add:

City:

Country:

Tel:

We are pleased to inform you that your quotation been accepted. You will be required to provide Toolkit to NPGP staff as detailed on the attached schedule of requirements against the terms contained in this purchase order. This order is placed subject to the attached conditions of contract for purchase orders, except where modified by the terms stated below.

**Specific terms of this contract:**

1. **Contract sum:** The contract sum is *[insert amount]*.
2. **Completion period:** The Supplies described herein are valid from Jan 2025 to June 2025.
3. **Warranty:** Not application
4. **Delivery point:** Mithi, Tharparkar
5. **Contact person:** Enquiries and documentation should be addressed to Ramesh Kumar, Procurement Specialist, TRDP
6. **Payment to service provider:** Payment will be made in full **within 30 days** on submission and approval of invoice. The following documentation must be supplied for payments to be made:
  - a) An original invoice;
  - b) Original policy document
7. **Incidental services:** The incidental services shall include: - Not Applicable
8. **The performance security** – Not applicable.
9. **Modifications:** - Not applicable.

10. The following documents attached as appendices form part of this contract:

- Price schedule
- Conditions of contract for purchase orders;
- Supplier's quotation; and
- Self-certification form.

**For the procuring entity**

Signature: .....

Date:

Name:

Title:

**For the Supplier**

Signature: .....

Date:

Name:

Title:



# Conditions of Contract for Purchase Order

## 1. Definitions

- a) "Contract" means the agreement between the purchaser and the service provider, as described in the purchase order and other documents referred to in the purchase order.
- b) "Contract price" means the price, inclusive of all amounts for taxes and contributions (as the term is defined in the financing agreement) payable to the service provider under the contract.
- c) "Goods" means the goods, which the service provider is required to supply to the purchaser under the contract.
- d) "Incidental services" means any service ancillary to the supply of the goods, such as installation, commissioning, provision of technical assistance, and training.
- e) "The purchaser" means the procuring entity that issues this purchase order.
- f) "Service provider" means the natural person or legal person who will supply the goods.
- g) "Bidding documents" means the documents issued by the purchaser for the procurement of the goods.

## 2. Use of contract documents and information

- 2.1. The service provider shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the service provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 2.2. The service provider shall not, without the purchaser's prior written consent, make use of any document or information specified in CC clause 2.1, except for purposes of performing the contract.
- 2.3. All documents enumerated in CC clause 2.1, other than the contract itself, shall remain the property of the purchaser and shall be returned (all copies) to the purchaser upon completion of the service provider's performance of its obligations under the contract, if so required by the purchaser.

## 3. Patent rights

- 3.1. The service provider shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, copyright, industrial design rights or other intellectual property rights arising from use of the goods or any part thereof in the purchaser's country and from the sale of products produced by the goods in any country.
- 3.2. Such indemnity shall not cover any use of the goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the contract, neither any infringement resulting from the use of the goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the service provider, pursuant to the contract.
- 3.3. Any studies, reports or other material, graphic, software or otherwise, prepared by the service provider for the purchaser under the contract shall belong to and remain the property of the purchaser. The service provider may retain a copy of such documents and software. Restrictions about the future use of these documents and software, if any, shall be specified in the purchase order.
- 3.4. The service provider shall hold the purchaser harmless from and against all suits, proceedings, claims, demands, losses and liabilities of any kind or nature brought by any party against the purchaser in connection with , based on, arising from, or relating to the contract. This shall include, but not be limited to litigation costs and expenses, attorney's fees, settlement payments and damages.

#### **4. Inspections and tests**

4.1. The purchaser or its representative shall have the right to inspect and to test the goods to confirm their conformity to the contract at no extra cost to the purchaser. The purchaser shall notify the service provider about any inspections and tests the purchaser requires and where they are to be conducted. Further, the purchaser shall notify the service provider in writing of the identity of any representatives retained for these purposes.

4.2. At the option of the purchaser, inspections and tests may be conducted on the premises of the service provider or its subcontractor(s), at the point of delivery, or at the project site. If conducted on the premises of the service provider or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the purchaser.

4.3. Should any inspected or tested goods fail to conform to the specifications, the purchaser may reject the goods and the service provider shall either replace or make alterations necessary to meet specification requirements free of cost to the purchaser.

4.4. The purchaser's right to inspect, test and, where necessary, reject the goods shall in no way be limited or waived by reason of having previously been inspected, tested, and passed by the purchaser or its representative prior to shipment, installation or other performance in the purchaser's country.

4.5. Nothing in CC Clause 4 shall in any way release the service provider from any warranty or other obligations under this contract.

#### **5. Packing**

5.1. The service provider shall provide such packing of goods as is required to prevent damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination and the absence of heavy handling facilities at all points in transit.

5.2. Packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements specified in the contract documents and through any subsequent instructions issued by the purchaser.

#### **6. Incidental services**

6.1. A service provider shall provide the incidental services indicated in the contract.

#### **7. Spare parts**

7.1. Unless not required under the contract, the service provider shall provide materials, notifications, and information pertaining to spare parts manufactured or distributed by the service provider including such spare parts as the purchaser may elect to purchase from the service provider, provided that this election shall not relieve the service provider of any warranty obligations under the contract.

7.2. In the event of termination of production of the spare parts:

a) the service provider shall give advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

b) following such termination, furnishing at no cost to the purchaser, blueprints, drawings, and specifications of the spare parts, if requested.

#### **8. Warranty**

8.1. The service provider warrants that the goods are new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the contract. The service

provider further warrants that the goods have no defect arising from design, materials, or workmanship or from any act or omission of the service provider, which may develop under normal use of the goods in the conditions prevailing in the purchaser's country.

8.2. The warranties under this clause shall remain valid for twelve (12) months after final acceptance of the goods by the purchaser, unless a longer (but not a shorter) period is specified in the contract.

8.3. The purchaser shall promptly notify the service provider in writing of any claims arising under this warranty.

8.4. Upon receipt of such notice, the service provider shall, with all reasonable speed, and in any case within 72 hours, repair or replace the defective goods or parts thereof, without costs to the purchaser unless otherwise agreed in writing by the contracting parties.

8.5. If the service provider, having been notified, fails to remedy any defect within the period specified in the contract documents, the purchaser may proceed to take such remedial action as may be necessary, at the service provider's risk and expense and without prejudice to any other rights which the purchaser may have against the service provider under the contract.

## **9. Payment**

9.1. The service provider's requests for payment shall be in writing and accompanied by an invoice and the required documents.

9.2. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice by the service provider and certification from the purchaser, whichever is later.

9.3. Payments shall be made in the currency of the purchaser order, unless otherwise stated.

## **10. Prices**

10.1. The contract price shall not vary from the prices quoted by the service provider in its bid except for any price adjustments authorized in the contract.

## **11. Change orders**

11.1. The purchaser may, at any time, issue a written order to the service provider regarding changes in any, some or all of the following:

a) drawings, designs or specifications for the goods;

b) methods of shipment and packing of the goods;

c) the place of performance or delivery of the goods; and

d) the incidental services.

11.2. If a change order will cause an increase or decrease in the cost of, or the time required for the service provider's supply of the goods, the parties shall exert their best effort to agree on an equitable adjustment in the contract price, the delivery schedule, or both. Any claims by the service provider for adjustment under this clause must be asserted within thirty (30) days from the date of the service provider's receipt of the change order.

## **12. Contract amendments**

12.1. No variation or modification of the terms of the contract shall be made except by either (a) a written amendment signed by the parties, or (b) a change order.

## **13. Assignment**

13.1. The Service provider shall not assign, in whole or in part, its obligations to perform under this contract, except with the prior written consent of the purchaser.

#### **14. Sub-contracts**

14.1. The service provider shall notify the purchaser in writing about all subcontracts for the supply of the goods. Such notification shall not relieve the service provider from any liability or obligation under the contract.

#### **15. Delays in the service provider's performance**

15.1. If the service provider foresees or encounters conditions impeding timely delivery of the goods, the service provider shall promptly notify the purchaser in writing of the fact of the actual or foreseen delay, its likely duration and its causes.

15.2. No extension of the service provider's time for performance shall be effective unless the parties amend the contract.

#### **16. Liquidated damages**

16.1. Subject to CC clause 18, if the service provider fails to deliver all goods/services within the period specified in the contract, the purchaser may, without prejudice to other remedies under the contract (including termination of the contract), deduct, as liquidated damages, 0.5% from the contract price for each week of delay or fraction thereof, until delivery of all goods, up to 10% of the contract price.

#### **17. Termination**

17.1. Without prejudice to any other remedy for breach of contract, the purchaser may terminate this contract in whole or in part by written notice to the service provider:

a) if the service provider fails to deliver all the goods/services within the period specified in the contract;

b) if the service provider fails to perform any other obligation(s) under the contract;

c) if the service provider or any of its personnel or agents, or its sub-contractors, sub-consultants, service providers, or any of their agents or personnel, is found to have engaged in prohibited practices as defined in the IFAD Revised Policy on Preventing Fraud and Corruption in Its Operations and Activities<sup>4</sup> in any IFAD-funded or IFAD-managed activity or operation, including in competing for, or performing its obligations under, the contract;

d) if the service provider is found to have engaged in acts of Sexual Harassment, Sexual Exploitation and Abuse arise out of or in connection with the performance of the contract;

e) if the service provider becomes bankrupt or otherwise insolvent;

f) if at any time the purchaser decides to terminate the contract for its own convenience; or

g) if the service provider fails to provide a performance security within fifteen (15) days in case a performance security is part of this contract.

17.2. For the purpose of this clause: "corrupt practice" and "fraudulent practice" carries meaning defined in the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations.

17.3. In the event that the purchaser terminates the contract in whole or in part under clause 17.1(a), (b), (c) or (d), the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods similar to those that the service provider failed to deliver, provide or perform, and the service provider shall be liable to the purchaser for any excess costs for such similar goods. However, the service provider shall continue its performance of its obligations under the contract to the extent that the contract was not terminated.

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<sup>4</sup> The policy is accessible at [www.ifad.org/anticorruption\\_policy](http://www.ifad.org/anticorruption_policy).

17.4. If the contract is for goods, in the event that the purchaser terminates the contract in whole or in part under clause 17.1 (e), the goods that are complete and ready for shipment within thirty (30) days after the service provider's receipt of notice of termination shall be accepted by the purchaser at the contract terms and prices. For the remaining goods, the purchaser may elect:

a) to have any portion completed and delivered at the contract terms and prices; and/or

b) to cancel the remainder and pay to the service provider an agreed amount for partially completed goods/services and for materials and parts previously procured by the service provider.

## **18. Force majeure**

18.1. The purchaser may not deduct the liquidated damages from the contract price, or terminate the contract under clause 17.1(a) or (b) if the service provider's delay in the performance of its obligations under the contract is the result of an event of force majeure.

18.2. For purposes of this clause, "event of force majeure" means an exceptional event or circumstance which satisfies all of the following conditions: (a) such event or circumstance is beyond the control of the service provider, (b) the service provider could not reasonably have provided against such event or circumstance before entering into the contract, (c) such event or circumstance having arisen, the service provider could not reasonably have avoided or overcome such event or circumstance, and (d) the such event or circumstance is not in any way attributable to the service provider. Such events may include, but are not restricted to, acts of the purchaser's country in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

18.3. If an event of force majeure occurs, the service provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the service provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the event of force majeure.

## **19. Settlement of disputes**

19.1. If any dispute or difference of any kind whatsoever shall arise between the purchaser and the service provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

## **20. Limitation of liability**

20.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement as described in CC clause 3,

a) the service provider shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the service provider to pay liquidated damages to the purchaser; and

b) the aggregate liability of the service provider to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **21. Language**

21.1. Unless the purchaser agrees otherwise, all documents referred to in the contract and all communications from service provider to the purchaser shall be in the English language.

## **22. Applicable law**

22.1. The contract shall be interpreted in accordance with the laws of the purchaser's country.

## **23. Notices**

23.1. Any notice given by one party to the other pursuant to the contract shall be in writing and delivered to the other party in person or by courier, electronic mail or facsimile, to the other party's address specified in the contract.

23.2. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

## **24. Taxes and duties**

24.1. The service provider should carefully read the provisions and revenue regulations of the applicable law.

24.2. The service provider shall be entirely responsible for all taxes, customs duties, license fees, and other such levies imposed both inside and outside of the purchaser's country by reason of or in relation to the contract.

24.3. Unless exempt under applicable laws and regulations, the service provider is subject to taxes and contributions for payments under this contract, as may be required under applicable laws and regulations. In no event shall the purchaser be responsible for the payment or reimbursement of any taxes and contributions. In the event that any taxes and contributions are imposed on the service provider, the contract price shall not be adjusted to account for such taxes and contributions.

## **25. Performance security**

25.1. The service provider shall, within three (3) days of the notification of contract award, provide a performance security for the due performance of this contract in the amount or percentage specified in the purchase order.

25.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the service provider's failure to complete its obligations in accordance with the terms of this contract.

25.3. The performance security shall be denominated in the currency of this contract, and shall be in the form of either a bank guarantee, bond or an irrevocable standby letter of credit issued by a reputable bank or surety located in purchaser's country and in form and substance satisfactory to the purchaser, substantially in the appropriate form included as an annex to this purchase order.

25.4. The performance security shall be discharged by the purchaser and returned to the service provider not later than twenty-eight (28) days following the date of completion of the service provider's performance obligations under this contract, including any warranty obligations.

## **26. Prohibition of Fraud and Corruption**

27.1 The Service provider shall abide by and perform the contract in compliance with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy")<sup>5</sup>. Failure to comply with this policy may lead to termination of contract as set out above at para. 17.1(c).

27.2 In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, permanently or for a stated period of time, to participate in any IFAD-funded or IFAD-managed activity or operation (debarment). The Fund also has the right to recognize debarments by other International Financial Institutions in accordance with its Anticorruption Policy.

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<sup>5</sup> The policy is accessible at: [www.ifad.org/anticorruption\\_policy](http://www.ifad.org/anticorruption_policy).

27.3 The service provider will take appropriate measures to inform potential sub-contractors, sub-consultants, service providers, agents and any of its agents or personnel of their obligations under IFAD's Anticorruption Policy and require their compliance with this policy in connection with their involvement in competing for, or executing, this contract.

27.4 The service provider is required to complete and sign the attached self-certification form. In particular, the service provider is obliged to disclose relevant prior sanctions and criminal convictions and any commissions or fees paid or are to be paid to any agents or other party in connection with this procurement process or the execution of the contract.

27.4 The service provider is required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this contract or the relevant procurement process and to have such accounts, premises, records and documents audited and/or inspected by auditors or investigators appointed by the Fund.

27.5 The service provider shall keep all records and documents, including electronic records, relating to this contract, its execution and/or the corresponding bidding process available for a minimum of three (3) years after completion of the execution of the contract.

## **27. Prohibition of Sexual Harassment, Sexual Exploitation and Abuse**

28.1 The service provider expressly agrees to abide by and to perform the contract in compliance with IFAD's Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse<sup>6</sup>, which is an integral part of these conditions of contract for purchase orders. The service provider shall take all appropriate measures to prevent and prohibit sexual harassment and sexual exploitation and abuse on the part of its personnel and subcontractors or anyone else directly or indirectly employed by the service provider or any of its subcontractors in the performance of the contract. The service provider shall immediately report to the purchaser or IFAD any incidents of sexual harassment and sexual exploitation and abuse arising out of or in connection with the performance of the contract or prior to its execution, including convictions, disciplinary measures, sanctions or investigations. The purchaser may take appropriate measures, including the termination of the contract, on the basis of proven acts of sexual harassment, sexual exploitation and abuse arising out of or in connection with the performance of the contract.

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<sup>6</sup> The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.