

Doc 3: Instructions to Tenderers

1. Supplies to be provided

Winterization Kits.

Sr. No.	Name of Item	Required Specifications	Required Quantity
1	Quilts	Stuff: White polyester fine quality, double side, automatic sewing with cotton thread. Cover: Fine Quality Cotton Fabric, without jorr (Joint), dark colour. Weight: 2.5 kg to 3 kg, minimum. Size: 90" x 57"	7200 Nos.
2	Local Mattress	Stuff: Filled with fine quality Polyester. Cover: Fine Quality Cotton Fabric, without jorr (Joint), dark colour. Size: 6.5 Feet X 3.5 Feet Weight: 3.5 Kg Minimum Duly stitched from all sides in 100 % Cotton cloth	7200 Nos.
3	Caps	Woolen Caps (Boy 2, Girls 2)	9600 Nos.
4	Boy Winter Shawl	Stuff: Woolen Shawl, Size: 175cm x 90 cm Minimum. Weight: 440 gms Minimum.	4800 Nos.
5	Girl Winter Shawl	Stuff: Woolen/ Brosha best quality, Size: 175 cm x 70 cm Minimum. Weight: 245 gms Minimum.	4800 Nos.
6	Ladies Winter Shawl	Stuff: Woolen Shawl / Brosha best quality, Size: 225 cm x 120 cm Minimum, Weight: 440 gms Minimum	4800 Nos.
7	Men Winter Shawl	Stuff: Woolen Men shawls, Best Quality, Size: 275 cm x 150 cm Minimum, Woolen: Weight 950 gms. Minimum	2400 Nos.
8	Socks	Socks Woolen, Made: Pakistan (Boy 2, Girls 2, Women 2, Men 1)	16800 pairs.
9	Canvas bag	Canvas/parachute Bag for packing, branding of all Items with CWW, IDEA and Youth Organization logos	2400 Nos.
10	Transportation	Transport including loading/unloading per kit to District Qilla Abdullah	1 Job.

2. Closing date and time for submission of tenders:

26-12-2022 at 12:00 pm

3. Submission of tenders

IDEA Head Office House # 2, Street # 1 Rahatabad near Peshawar Zoo Peshawar.

4. Timetable for provision

To be provided by the bidder- the bidders are required to provide realistic delivery time for the services in relevant section of price schedule.

5. Language of offers

All tender's documents are to be submitted in English

6. Period of validity of offers

All bids must be valid for a minimum of Six (06) Months from the tender submission date.

7. Currency

All tender submissions should be received in Pakistani Rupee

8. Terms

Rates for supplies must be inclusive of all type of taxes, packing, branding and all other allied costs

Delivery charges the delivery point including loading/unloading should be mentioned separately.

The Supplier must quote only one option for each item. Bids received with more than one options and rates may be rejected.

Suppliers must quote price of all the items in a lot. Partial quotation will be rejected.

Bidder are required to submit bid guarantee Security @ 2.5% of the total bid value in the form of CDR/Pay-order in favor of "IDEA". Bids without bid security may be rejected.

IDEA reserves the right to change the quantities or cancel/reject any or all offers without assigning any reason.

Suppliers must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently black listed

9. Lots

Lot No. 1 – Winterization Kits.

10. Type of contract
Supplies agreements

11. Samples Required

Supplier must submit the samples along with their bids. Bids without samples may be rejected.

12. Site Visit

It supplier's/tenderer responsibility to aware about typography/access to project area. Organization can facilitate the selected bidders in securing No Object Certificate (NoC) where required.

13. Content of tenders

1. **Instructions to Tenderers (See Doc 3)**
2. **Terms and Conditions (See Doc 4)**
3. **Price Schedule (See Doc 5)**
4. **Tenderer's Relevant Experience (See Doc 6)**
5. **Tenderers Declaration (See Doc 7)**
6. **Concern CoC and Safeguarding and other Policies (Separate folder)**

14. Opening of tenders

26/12/2022 at 12:30 pm in IDEA Head Office House # 2, Street # 1 Rahatabad near Peshawar Zoo Peshawar. in the presence of suppliers or their representatives, who wish to witness the tender opening.

15. Evaluation of tenders

Lowest price will not be the sole criteria; quality, delivery time and previous experience will also be considered. Bidders can apply for a single Lots or all Lots. IDEA reserves the right to divide the order Lots or supplier wise.

16. Clarification meeting

Potential tenderers can seek clarification on the tender dossier by email to following email and

Email: logistics@idea.org.pk

Phone Number: +92 333 9969954 from 9:00am to 5:00pm

17. Cancellation of the tender procedure

Tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason. Tender might be cancelled due to non-receipt of a minimum number of bids, a change in specification of the services, cancellation/non approval of project NoC from Government, the costs exceeding budgetary limits or the project being cancelled by donor.

18. Appeals Process

Bidders reserve the right to make an appeal against the decision of the tender committee. The appeals should be in writing and for the attention of the Executive Director and IDEA.

19. Data protection

IDEA guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. IDEA guarantees confidentiality of the procurement process.

20. Donor

The project is supported by Concern Worldwide RAPID Fund through USAID-BHA funding. As per the requirement, the supplier is required to ensure the visibility of Concern and USAID through using logos on material/construction work or on packing depending on the nature of supplies/services.

21. Complaints Mechanism

Following are the contact details for any complain and feedback; as per the procedures, all sensitive complaints are investigated through documented procedures.

- a) Contact Name **Muhammad Zahir** IDEA, email made at logistics@idea.org.pk
- b) Contact Numbers **+92 333 9969954**,
- c) Can also contact to Concern Worldwide complaints Contact Number 0302-8500356 **Email Address:** complaints.pk@concern.net