

### Doc 3: Instructions to Tenderers

#### 1. Supplies to be provided

##### Lot No. 1: 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. <b>Cover:</b> Fine Quality Cotton Fabric, without jorr (Joint), dark colour. <b>Weight:</b> 2.5 kg minimum. Size: 90" x 57"	7077 Nos.
2	Local Mattress	<b>Stuff:</b> Filled with fine quality clean white Cotton. <b>Cover:</b> Fine Quality Cotton Fabric, without jorr (Joint), dark colour. <b>Size:</b> 6.5 Feet X 3.5 Feet <b>Weight:</b> 4 Kg Minimum Duly stitched from all sides in 100 % Cotton cloth	7077 Nos.
3	Caps	Woolen Caps (Boy 2, Girls 2)	9436 Nos.
4	Boy Winter Shawl	<b>Stuff:</b> Woolen Shawl, <b>Size:</b> 175cm x 90 cm Minimum. <b>Weight:</b> 440 gms Minimum.	4718 Nos.
5	Girl Winter Shawl	<b>Stuff:</b> Woolen/ Broshta best quality, <b>Size:</b> 175 cm x 70 cm Minimum. <b>Weight:</b> 245 gms Minimum.	4718 Nos.
6	Ladies Winter Shawl	<b>Stuff:</b> Woolen Shawl / Broshta best quality, <b>Size:</b> 225 cm x 120 cm Minimum, <b>Weight:</b> 440 gms Minimum	4718 Nos.
7	Men Winter Shawl	<b>Stuff:</b> Woolen Men shawls, Best Quality, <b>Size:</b> 275 cm x 150 cm Minimum, <b>Woolen:</b> Weight 950 gms. Minimum	2359 Nos.
8	Socks	Socks Woolen, Made: Pakistan ( Boy 2, Girls 2, Women 2, Men 1)	16513 Pairs
9	Canvas bag	Canvas Bag for packing Item 3 to 8. With CWW and IDEA Logos	2359 Nos.
10	Transportation	Transport including loading/unloading per kit to District Qilla Asadullah	2359 Nos.

##### Lot No. 2: Hygiene Kits.

Sr. No.	Name of Item	Required Specifications	Required Quantity
1	Hygiene kit bag with visibility	Canvas Bag with CWW and IDEA/YOUTH Logos, Size 9"X18", with canvas double folded and sewn handle	2359 Nos.
2	Bathing/ Handwashing antibacterial Soap	Dettol/Safe Guard or equivalent 135 gm	14154 Nos.
3	Laundry Soap	Sofi/Millan/Talwar or equivalent. 1.2 Kg, (Separate Cakes each 200 grams each, 06 cakes per kit)	2830.8 Nos.
4	Tooth Paste Family size	Family Size Crystal/Dentonic / Sensodine or equivalent Min. 150 gm	4718 Nos.
5	Tooth Brush	Shield/Doctor or equivalent (2 Large 2 Medium)	9436 Nos.
6	Nail cutter	Medium Size Stainless Steel (premium quality)	2359 Nos.
7	Hair comb	Plastic large size (One large one medium)	4718 Nos.
8	Antilice comb	Plastic Normal Size	2359 Nos.
9	Sanitary Cloth dark color (1mX1m) piece	Soft, thick cotton, dark colour (in 6 pieces total 6 meters)	14154 Meter
10	Panties	Under wear cotton jersey, one each small medium large	7077 Nos.
11	Soap Case	Plastic soap case Normal size	2359 Nos.
12	Bucket with Mug	20 liter bucket with 1 liter mug plastic transparent light color (unbreakable plastic)	2359 Set
13	Ewer (Lota)	Normal size, light color good quality plastic	2359 Nos.
14	Transportation	Transport including loading/unloading per kit to District Qilla Abdullah	2,359 Kits

##### Lot No. 3: Jerry Cans.

Sr. No.	Name of Item	Required Specifications	Required Quantity
1	Jerry Cans	Jerry Cane (Non Collapsible Plastic Jerry Can, size 10 liters, complete with screw cap and molded carry handle, food grade, Low density poly ethylene (LDPE), UV stabilizer, weight 455 Grams when empty, must survive drop test of 2 meter when filled with water	4718 Nos.
2	Transportation	Transport including loading/unloading per kit to District Qilla Abdullah	4718 Nos.

2. Closing date and time for submission of tenders:

26-10-2022 at 02:00 pm

3. Submission of tenders

IDEA/YOUTH Organization office, H. No 29-B, Chaman Housing Scheme, Airport Road, Quetta.

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 tenders 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 (Lot No. 1, 2 & 3) must be inclusive of all type of taxes, packing, and all other allied costs

Delivery charges the delivery point including loading/unloading for each lot, 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 of any lot will be rejected.

Bidder are required to submit bid guarantee Security @ 2.5% of the total bid value (for Lot 1, 2 and 3) 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 Limit 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.

Lot No. 2 – Hygiene Kits.

Lot No. 3 – Jerry Cans

Bidders can apply for a single or multiple Lots. IDEA reserves the right to divide the order Lot wise to different bidders.

10. Type of contract

Supplies agreements

11. Samples Required

**Supplier must submit the samples along with their bids for lot No. 1, 2 and 3. 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 5a, 5b and 5c)**
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

27-10-2022 at 02:30pm at IDEA/YOUTH Organization office, H. No 29-B, Chaman Housing Scheme, Airport Road, Quetta 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](mailto: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](mailto: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](mailto:complaints.pk@concern.net)