

INVITATION OF TENDER FOR SUPPLY OF TOOLS KITS FOR VOCATIONAL SKILLS TRAINING BENEFICIARIES

Motor Cycle Repairing, Building Electrician, Mobile Repairing, and Plumbing tools

Table A.	
Date of issue:	April 04, 2024
Pre-Tender Meeting	N/A
Closing date:	April 17, 2024 5:00 AM
Tender Opening Date:	April 18, 2024 10:30 AM
Approved PR Number	N/A
Tender Ref:	LA/Tender-04/2024
For further information, please contact the Contracting Authority:	<p>LASOONA-Relief and Development Organization College Officers Colony Saidu Sharif Swat. Contact persons: Mr. Asghar Khan Tel: 0996-400088 -0343-9419615 Email: asghar.log@lasoona.org</p>
Quotations must be sealed and sent by post or delivered by hand.	

INTRODUCTION:

The National Poverty Graduation Programme (NPGP) is an International Fund for Agricultural Development (IFAD) and the Government of Pakistan (GOP) funded, US\$ 132.59 million in programs to be implemented over a period of 6 years. The programme aims to assist the ultra-poor and very poor in graduating out of poverty on a sustainable basis while simultaneously improving their overall food security, nutritional status, and resilience to climate change. The development objective of the project is to enable the rural poor and especially women and youth to realize their development potential and attain a higher level of social and economic wellbeing through a proven, flexible, and responsive menu of assistance. The poverty graduation approach in the NPGP combines elements of three distinct approaches of social mobilization, livelihoods development, and financial inclusion. In this process, the capacity-building of community organizations through strong social mobilization support is key to support individual households to access multiple opportunities.

LASOONA-Relief and Development Organization is a national, multi-disciplinary, development focused, non-profit organization. It was established in 1997 by a dedicated and visionary group of motivated and civic-minded people with a passion to support human and natural resource development in vulnerable and impoverished areas of Pakistan. In 1998, it was registered as an NGO under Societies Registration Act, 1860. In 2023, the organization was incorporated as a not-for-profit Company and registered under section 42 of the Companies Act 2017 with Securities and Exchange Commission of Pakistan (SECP). LASOONA is also certified/accredited by Pakistan Centre for Philanthropy (PCP), and has a tax exemption status from Federal Board of Revenue, Government of Pakistan under Section 2(36) of Income Tax Ordinance.

LASOONA-Relief and Development Organization is partner organization of NPGP and is carrying out activities in six districts including Shangla, Torghar, Battagram, Lower Kohistan, Upper Kohistan and Kolai Palas Kohistan of Khyber Pakhtunkhwa. The Programme is designed to graduate household out of poverty building largely (but not exclusively) upon BISP beneficiaries and leveraging the Prime Minister Interest Free Loan (IFL) Scheme to build a smooth 'seamless service' where the poorest can move out of poverty through a blended programme extended from consumption support to asset transfer to Interest Free loans to microcredit. Under Poverty Graduation component of the project, marketable Skills and Vocational Trainings are planned for youth (women and men) in the above-mentioned districts. The objective of these training is to equip the

youth with skills required in local, national and international market in order to enhance the employability and earning capacity of youth. These youth will be given a comprehensive tool kit after completion of training.

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).

LASOONA is invites sealed quotations on single stage one envelope procedure from suppliers /company/Firm/Dealer involved in the business of tool kits related to Motor Cycle Repairing tools, Basic Electrician tools, Mobile Repairing tools, and plumbing tools kits on single stage one envelopes procedures.

Note: This document is not a contract or an offer of contract, but is a formal request for quotation of required services. Bidders must read, sign/stamp each page of this document for compliance with the terms and conditions given below.

1. Delivery Duty Paid (DDP)

“Delivery Duty Paid” means that the seller delivers the goods to the buyer, cleared them for import, and is not unloaded from any arriving means of transport at the named place of destination. The seller has to bear all the costs and risks involved in bringing the goods there including any “duty” (Which term includes the responsibility for and the risks of the carrying out of customs formalities and the payment of formalities, customs duties, taxes, and other charges).

2. Scope of works:

S. No.	Description	Unit	Quantity
Lot No.1	Motorcycle Mechanic Tools Kit	Kit	21
Lot No.2	Mobile Repairing tools Kit	Kit	24
Lot No.3	Building Electrician tools Kit	Kit	24
Lot No.4	Plumbing tools Kit	Kit	25

Detail specification have been given in the quotation form attached herewith. Quantities can be increased/decreased subject to availability of budget and need of the organization.

For more detail and items specification please refer to the Quotation form attached at the end of the document.

3. Documents Required

Bidders must attach the following documents with their bids. Bids can be rejected based on deficiencies in the documents.

- a. A valid copy of Registration/License from the Chamber of commerce
- b. Call Deposit 5% of the quoted amount from the business account only
- c. Fresh bank Statement in the name of the firm covering the last 06 months period
- d. Ownership proof or Power of attorney for the person other than the real owner of the company
- e. Proof of Similar services in the past (LASOONA has the right to cross-check the previous supplier’s ~~contracts~~ or purchase orders)

- f. Active and Valid Taxpayer, NTN number, and/or Valid Tax Exemption Certificate
- g. Quotation on prescribed format including all applicable taxes in PKR.
- h. Affidavit on the stamp paper (Original copy attested by a notary public) that company/firm has not been blacklisted by any Government or semi-Government departments or NGO/INGO.
- i. The supplier will sign and submit all the attached annexures.

4. Selection Criteria

Bidder's documents shall be evaluated based on the following criteria:

- a. Registered Relevant business
- b. Relevant Experience with supplies
- c. Agree with all terms and conditions of the Organization
- d. Reasonable quoted rates within the approved budget
- e. Quality of sample/satisfactory presentation

5. Bids Evaluation

Bids will be evaluated based on the technical and financial proposal with assigned percentages to each component as follows:

Technical Component = 40Marks (40% weightage)
Financial Component = 60Marks (60% weightage)

Technical Component:

Similar services in the past = 20Marks
(Detail Profile, having contracts/supply orders and completion certificate, etc.)
Quality (Sample) = 20 Marks

Financial Component:

The maximum number of points will be allotted to the lowest rate offered by the bidder. All other price proposals will receive points in inverse proportion to the lowest price; e.g., $\frac{\text{Lowest quoted price}}{\text{Quoted price}} \times 100 = \text{total marks obtained}$ 60% of weightage.

Please note, the lowest quotation is not the sole criterion for the selection of bid, LASOONA will thoroughly check the organization's strength, quality of the sample, agreement with organizational policies and procedures, and terms and conditions of the tender.

6. Sample Presentation

The shortlisted supplier or suppliers will be asked to dispatch/submit samples for the selected lot(s) items mentioned in the quotation form. Those who could not present their samples for whatever reasons on the preannounced date shall be excluded from the further process. The final selection will be done on the quality of the sample specified in the tender documents.

7. Validity of the offer:

Quotations must be valid for at least three months period. The validity period can be extended on the mutual consent of both parties.

8. Security Deposit:

All interested suppliers will have to submit a call deposit @5percent of the total quoted rate of the respective lot/lots in the name of LASOONA. Call deposits must be made/withdrawn against the supplier business account only. Quotation submitted without call deposit will not be processed/ considered for further process while Cash/cheque or Bank draft is not acceptable. Call deposits of those who could not be shortlisted for whatever reasons shall be released within two weeks from the date of bid opening. Call deposits of selected suppliers will be released upon request from the contractor and approved by competent authorities on the expiry of the contract and/or successful completion of services.

9. Taxes:

Quotations must be inclusive of all applicable taxes present and imposed during the contract implementation. The firm claims to be tax exempt must provide a n authentic tax exemption

certificate from FBR. Taxes should be included in quoted prices and need not mention separately. Quotations mentioning taxes separately will not be considered.

10. Payment modalities

Payment will be made in one installment upon completion of 100% supply of each lot. All applicable taxes will be deducted at the time of payment. Payment will be made through a cross cheque in the name of the selected firm. The supplier must have to submit the following documents for payment processing. After the Successful delivery of all kits, payment will be processed within 10 working days after the submission of all documents.

- Detail Invoice (Signed & Stamped)
- The way Bill/GRN

11. Penalties

1. If, in any case, the selected bidder is not willing to sign the contract for whatever reasons, the company will be penalized by forfeiting the 50% amount of the call deposit money.
2. In case after signing the contract, the supplier is not willing to start supplying on the quoted prices and all terms and conditions of tender documents, the supplier contract will be terminated and 100% of the call deposit will be forfeited.
3. If the Supplier provided low-quality items/goods, the supplier will be bound to replace the items at his own cost within a week otherwise his contract will be canceled, and 100% of the call deposit will be forfeited.
4. In the event of delay in the completion of work caused other than by force majeure, the client (LASOONA) is entitled to make use of a penalty of 5/1000 (Five per thousand) per day of the total value of the agreed amount based on a work order issued from the office of the competent authority. The penalty will be deducted from either the call deposit or invoice.

12. Packing/packaging and printing:

Each Kit must be properly packed in an appropriate packing carton, toolbox, bag, or any other environment-friendly material. Quoted prices must be inclusive of delivery charges to respective locations. Organizational logos, project name with description, and Safety instructions may be displayed/printed in multi colors on each pack/kit.

13. Delivery timeframe and Place of delivery

The Supplier must provide the ordered tool Kits within 15 working days after signing an agreement and or as per the signed purchase order. All Goods/items will be supplied to LASOONA warehouse at Besham, District Shangla.

14. Submission of Offer

Proposals/quotation must be posted to the following address in sealed envelopes (bound with Glue, signed and stamped) through GPO/Courier/by hand and must reach the Head Office of LASOONA on or before **April 17, 2024 5:00 PM**. The envelope must be marked as "SUPPLY OF TOOL KITS FOR NPGP, LA/Tender-04/2024"

Head of Administration

LASOONA-Relief and Development Organization
College Officers Colony Saidu Sharif Swat
Phone/Inquiry No. 0946-9240071-2

15. Tender Opening

Tender Opening shall be held in LASOONA Head Office on **April 18, 2024 10:30 AM** in the presence of bidders.

Please note:





1. The opening of the tender is public. The award of the contract will be made within two weeks. Interested bidders can participate in the tender opening as per the schedule and no special invitation will be extended.
2. No allowance for the preparation of tender documents is permissible and no TA/DA will be paid for participation in bid opening, Office Visits, or any other visit in this regard.


3. Bidders can apply for all lots and a lot of their choice. While rates must be quoted for all items within selected lot(s).
4. Quantities are subject to alteration. LASOONA reserves the right to award the contract of all lots to one bidder or divide them among different bidders.
5. Part of the tender or tender as a whole can be canceled without assigning any reasons.
6. LASOONA reserves the right to regret/reject any offer without transmitting any reason.
7. Bidders must quote price as per attach format.
8. Only short-listed bidders will be contacted for the final interview meeting
9. All original documents submitted for tender processing shall be retained by LASOONA for future record and the tenderer have no right to have their tenders returned to them.
10. Tenders received in open envelop or later than the deadline can be rejected.
11. LASOONA is not liable for any damage to the applicant's person or property if something should occur.
12. All Tender documents must be completed in full, or the application will be disqualified.
13. The Procurement Committee will check the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors, in case there is any calculation mistake, the unit price will be considered as a base for the correction, to assist in the examination, evaluation, and comparison of bids, the Tender Committee may, at its discretion, request clarification from the LASOONA staff or consultant or Bidder.
14. Suppliers who do not receive written feedback within 15 working days after the expiry of the IFT deadline shall consider themselves unsuccessful.
15. LASOONA will verify/check/inspect all the items before and after the delivery (Pre and Post Shipment).
16. Please do not contact LASOONA after the closing date of IFT. Bids shall be made in writing calculated in PKR only and clearly stated in the appropriate format.









QUOTATION FORM








Note: Selection of equipment/brand will be done subject to the requirement, donor policy, timely availability, and sufficient budget. LASOONA reserves the right to select/reject any offer/brand without transmitting any reason. Your quotation must be inclusive of Taxes, Packing, Packaging, branding, marking, Transportation, Handling, loading/unloading and stacking at warehouse, installation at the destination, warranty, and after-sale service.

Lot No.1 (Motorcycle Repairing kit)


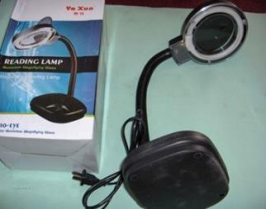


S. No	Item Name & Specification	Unit	Qty per Kit (a)	Total kits (b)	unit Rate (c)	Total Amount D=(axbxc)
1.	<p>Socket Set. Target or Equivalent, 8 mm to 24 mm (Goti Set)</p> 	Set	1	21		
2.	<p>Open Spanner Set Grade A Double Open-End Spanner Set, 8-Piece Set</p> 	Set	1	21		
3.	<p>Ring Spanner Set Grade A 12 Pcs Combination Spanner Set Ring & Open End – 6mm to 24mm – Silver</p> 	Set	1	21		
4.	<p>Screw Driver. Denso or Equivalent, Flat Nose.</p> 	No	1	21		

5.	Screw Driver. Denso or Equivalent, Star Nose (Chores) 	No	1	21		
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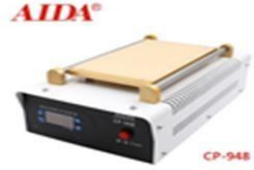


6.	T-Rod Handle Set. China, 8 mm-14mm (7 Pieces) 	Set	1	21		
7.	Tri Angle Socket Set. China, (Teen Pana Goti) 	Set	1	21		
8.	Magnet Puller. China, Best Quality 	No	1	21		
9.	L-Key Set -Alen Key. Hengilda or Equivalent, 10 Pieces Set. 	Set	1	21		
10	Hammer. Weight of iron 1Kg, Wooden handle one feet length 	No	1	21		
11	Plier. Xinmin or Equivalent, 8" 	No	1	21		
12	Long Nose Pliers steeliness import quality made in china or Equivalent Round Nose, 6" 	No	1	21		
13	Hammer. Plastic hand Rubber Head, import Quality, china made or Equivalent 	No	1	21		

14	<p>Screw Wrench 12" Henglida or Equivalent, , import Quality, china made or Equivalent</p> 	No	1	21		
15	<p>Side Cutter Insulated. Xinmin or Equivalent, 6" import Quality, china made or Equivalent</p> 	No	1	21		
16	<p>Electrician Combination Insulated Plier. Xinmin or Equivalent, 8" import Quality, china made or Equivalent</p> 	No	1	21		
17	<p>Grip Palas. Xintai or Equivalent, 10" import Quality, china made or Equivalent</p> 	No	1	21		
18	<p>Camp Puller. China, For Honda CG 125Motor Bike</p> 	No	1	21		
19	<p>Hacksaw Frame With Double Edge Blade. Best Quality import Quality, china made or Equivalent</p> 	No	1	21		
20	<p>Tool Kit Bag With printed logos Max. load: About 25KG Size: Approx. 40 x 29 x 23cm Weight: 500g.</p> 	No	1	21		
TOTAL FOR LOT-1						







Lot No.2 (Mobile Repairing kit)








S. No	Item Name & Specification	Unit	Qty per Kit (a)	Total kits (b)	unit Rate (c)	Total Amount D=(axbxc)
1.	<p>Heat Gun Digital. Name# KADA. Model No# 852 China Made 220V Heater Acceleration 1 up to 8 / Air Acceleration 1 up to 8, Fixable Rubber Pipeline with high insulated plastic handle or equivalent with warranty.</p> 	No	1	24		
2.	<p>Magnifying Lamp (China). Model No# 139 .China made 220V AC 40W Flash Tube Multi Magnifier Glasses / Fixable Light or equivalent with warranty.</p> 	No	1	24		
3.	<p>Power Supply. Model No# PYI-1502DD .China made 220V AC / ACA 01A up to 1.8A / ACV 10V up to 15V / DCV 20V up to 40V / Flexible Text pen Red & Black or equivalent with warranty.</p> 	No	1	24		
4.	<p>Multi-meter (Analogue Buzzer). Name# SUNMA. Model No# YX-1000A .China made DCV 0.25V up to 1000V / ACV 10V up to 1000V Resistance X1 up to X10K / DCmA 100uA up to 0.25A / Fixable Test pen Red & Black or equivalent with warranty.</p> 	No	1	24		




5.	Soldering Iron (30 w). Name# JACINTH. JAC. 220V. 40W China Made or equivalent with warranty 	No	1	24		
6.	Soldering Wire. Name# Ya Xun . 100g. China-made or equivalent. 	No	1	24		
7.	Soldering Paste. Name# AMTECH. Flux Type: RMA-223-UV .China-made or equivalent. 	No	1	24		
8.	Jumper Wire. Name# Wei Ya's. Size# 0.1mm. China-made or equivalent. 	No	1	24		
9.	Combination pliers. Name# HENGLIDA. Size 8", plier -China-made or equivalent. 	No	1	24		
10.	Nose Pliers " (China). Name# PRIDE. Size 6" plier -China-made or equivalent. 	No	1	24		

11	<p>Tools Set (10 Pieces). Name Ya Xun. Model No#YX-218C. China-made or equivalent.</p> 	Set	1	24		
12	<p>Circuit Holder. Name# Ya Xun. Model No# D. China Made or equivalent.</p> 	No	1	24		
13	<p>CTC Liquid. Name F & S Pakistan Made or equivalent.</p> 	No	1	24		
14	<p>LCD Touch Screen Separator (Glass Machine). KADA or equivalent with warranty</p> 	No	1	24		
15	<p>Tweezers. China-made or equivalent.</p> 	No	1	24		
16	<p>Tool Kit Bag With printed logos Max. load: About 25KG Size: Approx. 40 x 29 x 23cm Weight: 500g.</p> 	No	1	24		
TOTAL FOR LOT-2						








Lot No.3 (Building Electrician tools Kit)








S. No	Item Name & Specification	Unit	Qty per Kit (a)	Total kits (b)	unit Rate (c)	Total Amount D=(axbxc)
1.	Electrician Combination Insulated Plier. Xinmin or Equivalent, 8" 	No	1	24		
2.	Side Cutter Insulated. Xinmin or Equivalent, 6" 	No	1	24		
3.	Long Nose Pliers. Xinmin or Equivalent, Round Nose, 6". 	No	1	24		
4.	Tester. Afco or Equivalent, Normal Size. 	No	1	24		
5.	Changeable Screw Drivers Set. Star Interchangeable Set 	Set	1	24		
6.	Measuring Tape. Great Wall or Equivalent, 5 Meters. 	No	1	24		

7.	Clamp Meter Digital. Uni-T or Equivalent, AC & DC with warranty 	No	1	24		
8.	Drill Machine with Bits. Best quality or Equivalent, 13 mm. with warranty 	No	1	24		
9.	Hacksaw Frame With Double Edge Blade. Normal Size with 12inch 5blades, Grade A 	No	1	24		
10	Steel Wire. Made of Stainless steel 10 Meter Pakistan or China made 	No	1	24		
11	Claw Hammer heavy duty 13 inch (insulated). Weight of iron 16 ounces Wooden handle one feet size 	No	1	24		
12	Chisel Round Shape one inch dia Length 9" with sharp edge Local made 	No	1	24		
13	Insulation Remover Plier (Stripper). 6" 	No	1	24		

14	Spirit Level (Horizontal, Vertical). 12" 	No	1	24		
15	Gloves (Rubber). Standard 12" to 14" Local or China made. 	No	1	24		
16	Tool Kit Bag With printed logos Max. load: About 25KG Size: Approx. 40 x 29 x 23cm Weight: 500g. 	No	1	24		
TOTAL FOR LOT-3						

Lot No.4 (Plumbing tools Kit)

S. No	Item Name & Specification	Unit	Qty per Kit (a)	Total kits (b)	unit Rate (c)	Total Amount D=(a x b x c)
1.	<p>Pipe Threading. Name: WHALE .type No# 112. Size# 1.1/4" China Made or equivalent.</p> 	set	1	25		
2.	<p>Hammer Iron weight 1 Kg Wooden handle length 12" local made</p> 	No	1	25		
3.	<p>King Wrench Name: KING Power or equivalent Size# 14" China Made.</p> 	No	1	25		
4.	<p>King Wrench Name: KING Power or equivalent Size# 12" China Made</p> 	No	1	25		
5.	<p>Hack Saw Frame China brand with 12" blade. Or Equivalent</p> 	No	1	25		
6.	<p>Screw Wrench. Name: DENFOS Size# 10" 250mm. China made or Equivalent</p> 	No	1	25		
7.	<p>Spirit Level (Horizontal, Vertical). 12"</p> 	No	1	25		

8.	<p>Chisel Round Shape one inch dia Length 9" with sharp edge Local made</p> 	No	1	25		
9.	<p>Tape Roll. China made (2m) or Equivalent.</p> 	No	1	25		
10	<p>Pipe Cutter. Name: COLT MODEL No# CH 7812 . Size# 12-50mm China Made or Equivalent</p> 	No	1	25		
11	<p>Pipe Vice. Standard Size, fine iron, fully colored,</p> 	No	1	25		
12	<p>Drill Machine. SENCAN or Equivalent. China-made 220v (AC 2500 RPM 500W 50Hz). With warranty</p> 	No	1	25		
13	<p>Hot Pipe Heater. Brand Name: customized brand; Usage: plastic pipe welding; Tube Diameter: 20mm, 25mm, 32mm; Weight: 1.5 kg. or equivalent with warranty</p> 	set	1	25		
14	<p>Soft jaw plumbing plier. Name: Forge Steel; Model 37427 grip dia# 1-1/4" capacity or equivalent</p> 	No	1	25		

15	Tool Kit Bag With printed logos Max. load: About 25KG Size: Approx. 40 x 29 x 23cm Weight: 500g.		No	1	25	
TOTAL FOR LOT-4						

Note: The number of Kits/Items per Kit can be increased/decreased.

Sign & Stamp of business

SUMMARY SHEET

Lot No.	Kit Type	QTY	Per kit Price	Total Quoted Amount
1	(Motorcycle Mechanic Tools Kit	21		
2	(Mobile Repairing tools Kit	24		
3	(Building Electrician tools Kit	24		
4	(Plumbing tools Kit	25		
Total Quoted Amount				

Sign & Stamp of business

References of other NGOs/INGOs to whom you have supplied tools kits

Organization 1			
Name of the Organization:			
Address			
Contact Name		Telephone Number	
Organization 2			
Name of the Organization:			
Address			
Contact Name		Telephone Number	

Annexure 1/3

Applicant/ Supplier qualification/ Information:

<i>Company Name</i>	
<i>Name of Managing Director.</i>	
<i>Registration</i>	
<i>NTN number</i>	
<i>Office Address</i>	
<i>Contact Person</i>	
<i>Telephone Number</i>	Cell
<i>Postal Address</i>	
<i>Address to visit</i>	
<i>Email Address:</i>	
<i>Sign & Stamp</i>	<p>I have read and agree with all the terms and conditions of the tender given here above.</p> <p>_____</p> <p>Sign & Stamp</p>



CONFLICT OF INTEREST DISCLOSURE FORM(BUSINESS PURPOSES)

FULL NAME _____
(Name of an applicant interested in business with LASOONA)

CNIC #: _____
(Please attached CNIC copy)

NAME OF COMPANY: _____
(Legal Name of company/firm/individual interested in business with LASOONA)

ADDRESS: _____
(Office/home permanent or Postal Address)

Please describe below any business/blood relationships, transactions, positions you hold (volunteer or otherwise), or circumstances i.e. Your close/blood relative that you believe could contribute to a conflict of interest between LASOONA and your Firm, individual, personal, financial or otherwise:

_____ I have no conflict of interest to report. (Please mark with "X" or "✓")

_____ I have the following conflict of interest to report: (Please mark with "X" or "✓")

(Please specify the conflict of interest between you, your firm, and LASOONA and/or its employees)

Name	Title/ Position	Business Partner or Blood relationship of the applicant with LASOONA Office bearers/Employees

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I understand that any misrepresentation or false information provided on this form renders me to immediate dismissal from my business relationship.

I am aware as well that I am further responsible for updating this form. I acknowledge that failure to do this results in the termination of my current business agreement and blacklisting for future business and official relationships with LASOONA.

I have reviewed, and agree to abide by, the Policy of Conflict of Interest of LASOONA.

Date:

Signature of applicant: