

TENDER FILE
TO THE LOCAL OPEN CALL FOR TENDERS
 PAKSITAN-PESH-2019-004 (03)
Inclusive Toys Kit

Publication date: April 14 2019
Deadline for reception of applications: April 25, 2019 17:00 Hours
Deadline for reception of tenders: April 25, 2019 17:00 Hours

Purchaser Identification

Name: Civil Society Human and Institutional Development Programme - CHIP
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Civil Society Human and Institutional Development Programme (CHIP) is a not-for-profit company created in October 2004 under Section 42 of the Companies Ordinance 1984. CHIP is registered with Securities and Exchange Commission of Pakistan-SECP.

Purpose/Nature of the contract

To achieve the programs, Civil Society Human and Institutional Development Programme (CHIP) researches privileged suppliers who could supply under terms and conditions defined in an annual framework agreement, with following Items:

Inclusive Toys Kits to be supplied in Peshawar & Nowshera districts of Khyber Pakhtunkhwa province

Type	Description / specifications	Unit	Quantity
Supply of Inclusive Toys Kit items	Ajustable basketball	Numbers	38
	Mats for activities	Numbers	38
	Play Food Set	Set	38
	Archery Set	Set	38
	Kids Drums Set	Set	38
	Labyrinthe (Puzzle Games)	Numbers	38
	Long balance board	Numbers	38
	Activity Tunnel	Numbers	38
	Water & Sand Table	Numbers	38

Delivery address:

Services/goods must be rendered/delivered directly to our field office in Peshawar, to the addresses specified on the Purchase order/Contract.

Contracting: A Purchase agreement will be signed with the selected bidder and Civil Society Human and Institutional Development Programme (CHIP).

Tender Procedure

This call for tenders file contains the following documents:

- this participation file
- an application form (Supplier registration form)
- a project of purchase agreement with its appendixes: I (General Purchase Conditions), II (Technical Specifications) III (Tender: prices, delays...)

The participation procedure will be carried out in two stages:

- **presentation of application**
- **presentation of tender**

And two Tender for call Commissions will occur:

- Commission for application
- Commission for tender

Tenderers are kindly asked to send a completed file. Files that would be incomplete will be rejected.

III.1) Presentation of application

- **How to present application?**

Companies interested in submitting a tender shall present their application at the same time of their tenders returning by mail to the person in charge of the contract (address above) before the deadline for reception of applications.

Applications and tenders should be sent in two envelopes corresponding to the two different sections of tenders:

- an envelope for application, entitled "Administrative proposal" with **the appendix I (General Purchase Conditions), application form (Supplier registration form), the participation file** which should be duly initialled, filled, signed and stamped by an authorised person and the required documents of the Tender file
- an envelope entitled "Tender proposal" with **the appendix III (technical and commercial offer here mention as "Tender") and appendix II (Technical specifications)** which should be duly initialled, filled signed and stamped by an authorised person and technical description's documents of the manufacturer for each item.

- **How will the bidders be selected?**

Applications will be examined according to two types of criteria in order:

- exclusion criteria: to check whether tenderers can take part in the tendering procedure
- selection criteria: to check the technical and professional capacity and economic and financial capacity of each tenderer having passed the exclusion stage.

Exclusion criteria:

Candidates or tenderers may be excluded from the selection and award procedures if they:

- are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations; or
- have been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata; or

- have been guilty of grave professional misconduct proven by any means which the contracting authorities can justify; or
- have not fulfilled their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established, or with those of the country of the contracting authority or those of the country where the contract is to be carried out; or
- have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests; or
- have been declared, following another procurement procedure or grant award procedure financed by the Community budget, to be in serious breach of contract for failure to comply with their contractual obligations.

In addition, contracts may not be awarded to tenderers who, during the procurement procedure:

- subject to a conflict of interest;
- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

By returning this participation file duly initialled and signed, tenderers state they are not in one or more situations described above and undertake to send to Civil Society Human and Institutional Development Programme (CHIP), within seven (7) calendar days following the receipt of Civil Society Human and Institutional Development Programme (CHIP)'s request, any additional document Civil Society Human and Institutional Development Programme (CHIP) considers necessary to perform its checks.

Administrative or financial penalties may be imposed by Handicap International on tenderers who are in one of the above cases of exclusion. The penalties imposed will be in proportion to the importance of the contract and the seriousness of the misconduct (on the minimal basis of 5000 euros).

Selection criteria:

This part concerns the information given in the application form and the documents to attach. Each tenderer can also include any other document he wishes.

Selection criteria are in order of importance: financial viability, level of experience, ability to adapt to the requirements of the activities of Civil Society Human and Institutional Development Programme (CHIP) (working language, company structure), activity level and volume.

III.2) Presentation of tender offer

• **How to present tender offer?**

The companies are invited to transmit their best technical and economical tender respecting imperatively the terms and forms below. Tenders that would not respect those terms and forms will be rejected.

Language: all written documents shall be in English.

Currency unit: all prices shall be expressed in PKR inclusive of all applicable taxes.

General Purchasing Conditions: the "General Purchasing Conditions" of Civil Society Human and Institutional Development Programme (CHIP) are given in appendix I. Tenderers shall initial, sign and return this appendix I with the bid.

Tender validity: Tender Application shall remain valid for a period of One (01) calendar month/s after the deadline for reception of tenders.

Tender Presentation

Tenders will be made using and fulfilling the tables of the appendix III.

The obligatory fields to fulfil for each product are:

- Price of the product
- delivery time
- production country
- name and nationality of the manufacturer

Prices are firm and valid for the one (1) month duration unless and until the manufacturer announces any changes in the price of the product.

Prices for tender are Ex Works, including packing and packaging.

CHIP will ask the Supplier for direct delivery to the operational missions (final addressee of the products). The Supplier shall invoice a carriage surplus compared to the prices specified in the tender (appendix III). "Ad hoc" delivery time will also be determined. So the other costs the Supplier will be liable for as transportation, handling and insurance shall be given to Civil Society Human and Institutional Development Programme (CHIP) within the seven (7) days after order reception. Civil Society Human and Institutional Development Programme (CHIP) takes the right to compare those prices with others freight forwarder quotations.

Delivery times correspond in calendar days to the period from the date of reception of the order form until the date of the goods are ready to be sent to any place worldwide.

A technical documentation as well as a picture is required for each product.

Compliance: your basic offer shall be in any point strictly in accordance with the technical specifications specified in the appendix I.

Moreover, tenderers can propose an alternative with the basic offer if they consider it economically and technically interesting for Civil Society Human and Institutional Development Programme (CHIP), by indicating very precisely the differences that it presents compared to the specification standards.

Sample: a sample or a demonstration of designated product(s) could be required by Civil Society Human and Institutional Development Programme (CHIP).

Precision inquiry

Any question or explanation requirement shall be written and addressed to the person in charge of the contract (address, fax and email above) before the date of the 30 January 2017.

Tenders submission

As mentioned previously the Tenderers shall present their application before their tenders by mail to the person in charge of the contract (address above) before the deadlines for reception of application and tenders. Tenderers will be excluded from the award procedure for this contract if tenders are received later than the above mentioned deadline for reception of tender.

Tenders should be sent in a single envelop corresponding to the second section of tenders:

- an envelop entitled "Tender proposal" with **the appendix III (Tender) and appendix II (Technical specifications)** which should be duly initialled, filled and signed by an authorised person and technical description's documents of the manufacturer for each item.
 - Technical documentation with a picture of product for which a tender has been submitted.
 - Certificates of origin would be appreciated.
- **How will the contract be awarded?**

Tenders will be assessed product by product. The award criterion which will be applied is the best compromise of quality/price/delivery time according to the needs specified in the call for tenders and favouring notion of complete lot. A particular attention will be given to the capacity of the supplier to propose prompt delivery.

Evaluation of tender offer will be based on:

1. In line with CHIP General Purchasing Conditions
2. Unit Price
3. Specifications
4. Origin
5. Warranty
6. Quality & price of accessories and equipment provided
7. Payment terms & method
8. After-sale service
9. Delivery capabilities and delivery costs

Civil Society Human and Institutional Development Programme (CHIP) reserves the right to award the contract to one or more suppliers and will not have to justify its final decision. The tendering procedure shall not involve Civil Society Human and Institutional Development Programme (CHIP) in any obligation to award the contract. No compensation may be claimed by tenderers whose tender has not been accepted, including when Civil Society Human and Institutional Development Programme (CHIP) decides not to award the contract.

- **Notification of results**

Only the winning tenderer will be contacted by Civil Society Human and Institutional Development Programme (CHIP) to sign the framework agreement.

The other tenderers will be notified of the outcome of the call for tender by telephone or e-mail, up to three weeks after the tender submission deadline.

- **Other information**

Candidates may obtain additional information needed to compile their tenders. To obtain any further information, tenderers may contact: Mr. Muhammad Rafique (Manager Finance & Operations) & Tel: +92 333 5208223.

Date:

Place:

Name:

Function Title:

*Stamp

Signature preceded by the mention “read and approved” and seal of the company: