

Invitation for Tender

Date: March 20, 2020
Ref # FDO/IFT0025--PAK1094

Procurement of Toolkits for Vocational Skill Trainings Trade (Beautician)

Dear Madam/Sir,

Farmers Development Organization, hereafter FDO or the Contracting Authority, was established in 1998 as a not for profit and non-governmental public interest organization and "A company setup under section 42 of companies' ordinance 1984". FDO is working in Saraiki Region (Southern Punjab), through participatory principles, benefitting hundreds of peasants, women and general communities in the fields of Livelihood, Institutional Development, Emergency Relief, Community Physical Infrastructure, preventing gender based violence and promoting access to justice. The organization has a successful history in designing projects, subsequently through conducting the assessments of community problems, creating and engaging the local volunteers for implementing and monitoring the projects.

Deutsche Welthungerhilfe (DWHH) was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. The organization is non-profit-seeking, non-partisan and non-denominational. Donations from the population at large fund our work in over 40 countries in Africa, Asia and Latin America. In addition, DWHH receives grants from the Federal German Government, the European Union, and the United Nations for International Development. DWHH is the execution agency of BDRP Programme.

The Department for International Development (DFID) is a United Kingdom government department responsible for administering overseas aid. The goal of the department is "to promote sustainable development and eliminate world poverty". DFID's main programme areas of work are Education, Health, Social Services, Water Supply and Sanitation, Government and Civil Society, Economic Sector (including Infrastructure, Production Sectors and Developing Planning), Environment Protection, Research, and Humanitarian Assistance. DFID is funding agency of BDRP programme.

To procure the toolkits for Vocational Skill Trainings Trades Beautician tool kits). Farmers Development Organization (FDO) is inviting qualified and experienced suppliers to bid for the supply of the following material/items:

1. Beautician Toolkit

1. Instructions to tenderers

By submitting a tender, tenderers fully and unreservedly accept the conditions of this call for tenders, which will constitute the governing the contract as the sole basis of this tendering procedure, whatever the tenderers own conditions of sale may be, which they hereby waive. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required

Information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

To be eligible to take part in this tender procedure, tenderers must prove to the satisfaction of the Contracting Authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively. Participation is open to neutral persons and legal persons participating either individually or in a grouping (consortium) of tenderers.

The foreseeable timetable for this procedure is as follows:

Detail	DATE	TIME in PST
Deadline for requesting clarifications from the Contracting Authority	Mar 21, 2020	12:00 PM
Last date on which clarifications are issued by the Contracting Authority	Mar 22, 2020	05:00 PM
Deadline for submission of tenders	Mar 26, 2020	02:00 PM

2. General remarks and special condition







All offered commodities must be sound, fair and in merchantable quality. The quality must be in line with the specifications stated in this tender.

- All offered products according to national/international standards such as ISO.
- We prefer one single supplier but we reserve the right to divide the order into lots and order from various tenderers.
- Timely arrival in accordance with the negotiated delivery periods is of utmost important
- Part shipments are allowed with authorization of the Contracting Authority.
- The Contracting Authority holds the right to change quantities and slight changes to the technical specifications.
- The origin of all products needs to be indicated in the offer.
- In case an alternative to the specified items is offered, this must be clearly indicated and excessively documented.

3. Specifications / Quantities

Lot # 01

3.1 The description and specifications of items for **Beautician Tool kit** are listed below:

Sr. #	Item Name	Specification	Picture	Unit	QTY	Unit Rate	Total Amount
1	Mirror with wooden frame	Mirror with PCV Frame, 1.5'x3' mirror size, border size 1.25 inch and simple style.		No	56		
2	Hair straightener set (3 in 1.)	Adjustable heat settings between 150 C -230 C Ceramic, Tourmaline and Teflon coated plates Dimension: Total length 29cm, plates 10 cm, Plate width 4.2cm		No	56		
3	Chair	Revolving chair, Head support, Back Rick Liner Iron made with regzine poshesh (standard size)		No	56		
4	Hair Plucking Tweezers	Stainless steel, 3 ½ Inches		No	56		
5	Beautician cosmetic bag	Hard Bag, Large-Capacity, High-quality 2 rubber zipper, Rexene material		No	56		
6	Foundation Base	65-75 gram with packing, Set of (01 foundation Cake(Ivory color) and foundation Cake (Pale Buiscuit F-1) famous brand (56+56=112)		No	112		

7	Face Powder	Normal light skin color 2 in 1 10-12 gram, good quality		No	112		
8	Blush on	4 shades in each set, weight 16 Gram Net, Fresh stock Famous Brand		No	56		
9	Eye liner	Cake Eye liner with stick		No	56		
10	Eye Shadows	36 Colours Alluring, Stunning eyeshadow		No	56		
11	Lip sticks	Standard Size (Four for each kit Colour, Red, Pink, Matte and Glitter Pink)		set	56		
12	Makeup brush set	Make up brush kit with 12 items		Set	56		
13	Seizer for hair cutting	Steel 5.5" & 6" stainless steel (1 +1) set for each kit)		Set	56		
14	Apron	Standard size, para shoot stuff (Two for each kit one for beautician and one for customer)		Set	56		
15	Facial kit	Fine quality, Famous brand original Pakistani/china covering all items (commonly used by professionals in south Punjab region) of facial including 04 Facial Puff (Two for Face and Two for hands and foot), 01 Blending Puff, 02		Set	56		

		applicator brush of skin polish, 01 mixture brush and 02 small bowls, 01 large bowl 01 cleansing Multi actions (500 ml) Skin Shiner (500 ml) Booster 02 (500 ml) Whitening powder (500 ml) Cleansing Milk (500 ml) Mask (500 ml) Soothing Lotion 500 MI						
16	Combs set	Fine quality plastic made, 3 Hair stiller comb (large and medium), 02 cutting comb and 02 tail comb (7 piece in each set)		set	56			
17	Hair Brush	Fine quality Wooden/plastic handle Round		No	56			
18	Maskara	12 ml, 1 of CURL volume and 01 Boost volume (2 in 1 set)		set	112			
19	Cotton Thread	Threading Thread,		No	56			
20	Eye Brow pencil	Eye Brow pencil Liner		No	112			
Total Amount								

Note: This Kit items specimen is available in FDO Office Multan for Vendor facilitation.

The tenderers must submit a tender for all items.

A tenderer may include in its tender the overall discount it would grant in the event of some or all the items for which it has submitted a tender being awarded. The discount should be clearly indicated for each item in such a way that it can be announced during the public tender opening session.

4. Marking/labelling

Markings required as per BDRP branding guideline with printed logos of UKAID, DWHH, Concern Worldwide and FDO, only markings allowed are technical and safety markings.

5. Packaging and picking

For all items the packaging has to be appropriate to the nature (size, weight) of the items and reach international standards. The packaging should avoid transport damages and protect from bad weather conditions. Costs of picking and packaging and transportation (loading and unloading) must be included in the unit price of each item.

6. Samples/Pictures/Specifications

Tenderers who do not submit the samples with their bids after stipulated time or incomplete bids will be excluded from the tender evaluation process. The property of the samples remains to unsuccessful tenderer/sender and are to be delivered and collected at the cost of the tenderer. If not collected within 07 days of the closing of the tender the property of the samples will be changed to contracting authority. After tender evaluation samples of successful bidders will be remain the property of FDO and these samples will be used for quality assurance during and after project work.

7. Sample delivery Address

Farmers Development Organization House#11, Danish Street, Ahbab Colony, Bahadurpur, Bosan Road, Multan, Pakistan

8. Delivery conditions

All items are to be supplied in following field areas of contracting authority in Tehsil Jatoi in District Muzaffargarh.

Sr. #	Name of Toolkit	Venue	Quantity	Date of Delivery	Focal Person
1	Beautician	Basti Khar Wala, UC Binda Ishaq	26	Mar 09, 2020	Muhammad Tariq Aziz (Admin and procurement Officer)
2	Beautician	Basti Kehal, Near BHU Abrar UC Lundi Petafi	30	Mar 09, 2020	Muhammad Tariq Aziz (Admin and procurement Officer)

All transport details (Origin, City of Loading, and Routing) must be indicated within the offer. Cost for transportation can be stated separately or included in the price of items. Partial shipments with authorization of the Contracting Authority are allowed. Each shipment has to be announced with prior notice.

9. Delivery schedule

Delivery is requested as soon as possible after the Purchase Order. Faster delivery is appreciated; therefore clearly indicate your delivery delay in calendar days in the offer.

10. Weight and dimensions of the consignment

Tenderers are required to indicate the total weight per item, as well as the total weight and dimensions per item.

11. Prices

All prices in your quotation must be indicated in Pakistan Rupees (PKR). Quotations stated in other currencies will not be considered in the awarding process.

The analysis of the offers will be performed in Pakistani Rupees (PKR).

Prices need to include all taxes i.e; GST, WHT, insurance costs and all other applicable taxes by the government of Pakistan. Transport prices need to include transport tax.

12. Inspection

The Contracting Authority shall be entitled to inspect, examine measure and test the components, materials and workmanship, and check the progress of preparation, fabrication or manufacture of anything being prepared, fabricated or manufactured for delivery under the contract, in order to establish whether the components, materials and workmanship are of the requisite quality and quantity. This shall take place at the place of manufacture, fabrication, preparation or at the place of acceptance or at such other places as may be specified in the Contract.

For the purposes of such tests and inspections, the Contractor shall:

- a) provide to the Contracting Authority or his representative, temporarily and free of charge, with such assistance, test samples or parts, machines, equipment, tools, labor, materials, drawings and production data as are normally required for inspection and testing;
- b) Provide access to the Contracting Authority or his representative, at all reasonable times to the place where the tests are to be carried out.

This inspection on quality and quantity shall also be executed by an independent surveyor company at time and place prior or at loading / unloading. One inspection per supplier will be on account of the Contracting Authority. Any additional inspection shall be on account of the Supplier. Goods not meeting agreed quality will be rejected. In case goods are rejected, the Supplier will contractually be obliged to pay already incurred fees for rejected goods and also for such fees which will become payable to the inspection company due to multiple interventions and/or fruitless visits and for goods inspected but eventually remained unshipped.

13. Ordering Party

Farmers Development Organization House#11, Danish Street, Ahbab Colony, Bahadurpur,
Bosan Road, Multan, Pakistan

14. Consignee/Notify

Development Organization House#11, Danish Street, Ahbab Colony, Bahadurpur, Bosan Road, Multan, Pakistan

15. Documents

15.1. Following documents must be submitted before tender closing:

- Written/printed quotation on letter head paper or on Tender document. The quotation has included:
- The pre-qualification documents (3 Pages) as in Annex 1 must be (signed and stamped)
- Copy of GST registration form or Sales Tax registration form, NTN, Company profile

15.2 Following documents will be requested from the Seller after firm order:

- Signed copy of the contract for acceptance.
- Original Commercial Invoice
- Proforma Invoice (addressed to Consignee)
- Original Waybills
- Packing list

15.3 Expenses for commercial courier to be covered by the tenderer/supplier.

16. Payment Conditions

16.1 Payment shall take place in the currency of the Contract.

16.2 Payments due by the Contracting Authority shall be made through cross cheque to the contractor. Pre-financing will not be granted.

16.3 Payment shall take place according to Cash against documents (CAD) within 10 working days of the reception at the warehouse/delivery point. The order sum cannot be subdivided into partial payments.

16.4 The period referred to in article 16.3 may be suspended by notifying the Contractor that the invoice cannot be fulfilled because the sum is not due, because appropriate substantiating documents have not been provided or because there is evidence that the expenditure might not be eligible. In the latter case, an inspection may be carried out on the spot for the purpose of further checks. The Contractor shall provide clarifications, modifications or further information within 10 days of being asked to do so. The payment period shall continue to run from the date on which a properly drawn-up invoice is registered.

17. Penalties

Delivery schedule will be negotiated and fixed in order. In the event of delay in delivery caused other than by force majeure, the Contracting Authority is entitled to make use of a penalty of 5/1000 per calendar day of the total value of the consignment still to be delivered. The penalty will be deducted from the invoice. In the event of incomplete delivery caused by the Supplier, the Contracting Authority is entitled to deduct the losses from the invoice. In case of damaged cargo caused by inappropriate packaging the Contracting Authority reserves the right to deduct from the relevant order sum an

amount according to the variance to the requested specification. In case the quality is not in line with specifications initially agreed by both sides, the Supplier has to inform the Contracting Authority as soon as possible. Goods not meeting agreed quality can be rejected by the Contracting Authority, but

if the Contracting Authority accepts these goods a deduction from the order sum and a penalty will be negotiated.

18. Award Criteria

- We prefer one single supplier for all items, but reserve the right to divide per items towards different suppliers.
- Tenderers not providing all necessary documents, properly signed and stamped will be excluded.
- Tenderers are urged to provide recent (up to 2 years) references for similar markets.

Following quantitative criteria will be considered in the contract granting:

- 15% delivery
- 5% provision of references of similar markets/relevant experience
- 50% price
- 30% quality of the goods
-

Non provision of samples, upon request for the tenderers, will lead to exclusion of the tenderer.

19. Tender Conditions

- The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure, which is English.
- The offer must have a validity of minimum 30 days following the tender deadline
- The Contracting Authority, in Pakistan, must receive the tenders before

Mar 26th, 2020 not later than 02:00 Pm in FDO office in Multan.

- The tender must include all the documents specified in paragraph 15 of these Instructions and be sent to the following address:
Farmers Development Organization House#11, Danish Street, Ahbab Colony, Bahadurpur, Bosan Road, Multan, Pakistan
- All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
 - the above address;
 - the reference code of this tender procedure, **(FDO/IFT022-PAK1094)**;
 - the words 'Not to be opened before the tender opening session'
 - The name of the tenderer.
 - Quotations are to be provided per hard copy, in one copy only. Offers per e-mail or fax will not be accepted or considered.
 - Alteration or withdrawal of tenders

- Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.
- Any such notification of alteration or withdrawal must be prepared and submitted in outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.
- No tender may be withdrawn in the interval between the deadline for submission of tenders
- Costs of preparing tenders: No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.
- Ownership of tenders: The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.
- Suppliers who do not receive a written feedback 20 days after expiry of the deadline have not been successful and will not be informed in writing.

M. Tariq Aziz
Admin & logistics Officer
tariqkhan433@gmail.com

Farmers Development Organization
In case of any questions contact: [0601-6306050](tel:0601-6306050)

Annex 1

Supplier qualification

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Company name	
Legal form	
Founded (Year)	
Established in (Country)	
Bank Details (Account Holder, Bank Name, IBAN,BIC, Swift, Currency)	
VAT-Registration Number	
Physical Address	
Name of Chief Executive Officer (CEO)	
Place and Date of Birth of CEO	
Name of Owner	
Place and Date of Birth of Owner (if individual)	
Website/email address	
Sales & Marketing Contact	
Range of Services provided by the Company (Company Portfolio)	

Note: Farmers Development Organization carries out projects in the field of humanitarian aid and development cooperation which are also financed by the European Community, among others. Part of this qualifying process for our suppliers is the following declaration by your company (in accordance with European Union rules and conditions for the awarding of contracts for services, supplies of goods and construction services).

Farmers Development Organization supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with [ten universally accepted principles](#) in the areas of [human rights](#), [labour](#), [environment](#) and [anti-corruption](#). By doing so, business, as a primary driver of globalisation, can help ensure that markets, commerce, technology and finance advance in ways that benefit economies and societies everywhere.

Human Rights

- [Principle 1](#): Businesses should support and respect the protection of internationally proclaimed human rights; and
- [Principle 2](#): make sure that they are not complicit in human rights abuses.

Labour

- [Principle 3](#): Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- [Principle 4](#): the elimination of all forms of forced and compulsory labour;
- [Principle 5](#): the effective abolition of child labour; and
- [Principle 6](#): the elimination of discrimination in respect of employment and occupation.

Environment

- [Principle 7](#): Businesses should support a precautionary approach to environmental challenges;
- [Principle 8](#): undertake initiatives to promote greater environmental responsibility; and
- [Principle 9](#): encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

- [Principle 10](#): Businesses should work against corruption in all its forms, including extortion and bribery.

The Global Compact is global and local; private and public; voluntary yet accountable.

Further information is available on this website in different languages:

<https://www.unglobalcompact.org>

Anti-Terrorism

Farmers Development Organization (FDO) renounces all forms of terrorism and money laundering. FDO renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373 (2001) and the European Union, FDO is firmly committed to the international fight against terrorism and in particular against the financing of terrorism. It is the policy of FDO to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, FDO will match their suppliers and Service providers against the Sanctions lists on a regular basis. By submitting an offer, suppliers and service providers agree to this.

Supplier qualification

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We, _____ (name of company) hereby declare that

- a) we are not in bankruptcy proceedings, judicial insolvency proceedings or in liquidation, that we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions,
- b) we have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,
- c) we comply with our duty to pay social insurance contributions, taxes or other levies in accordance with the legal provisions of the state in which we have our office, the state of the consignee, or the state where the contract is performed,
- d) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of the European Communities,
- e) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from the Community budget,
- f) we are providing you with all the information required in connection with participation in a tender,
- g) in respect of contracts which are ultimately paid for out of European Community funds, no one has accused us of breach of contract due to gross violation of our contractual obligations,
- h) we have not been excluded as a contract partner by the European Community due to ethical issues,
- i) we assure the European Commission, the European Anti-Corruption Bureau and the auditors of the European Community reasonable access on demand to our business and accounting documents for the purpose of checks and audits,
- j) we respect basic social rights and condemn child labour.

We support the goals of the United Nations Global Compact <https://www.unglobalcompact.org>

Date, company name, signature, name in block capitals, company stamp.