



## Invitation for Tender

Date: December 28, 2023

Tender Ref # – FDO/ML/Admin/06

### Provision of Vehicles on rent for Field activities implementing projects by Farmers Development organization (FDO) Multan

Farmers Development Organization, hereafter FDO or the Contracting Authority, was established in 1996 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 all over in Pakistan especially in Southern Punjab region, through participatory principles, benefitting hundreds of peasants, women, and general communities in the fields of Livelihood, Institutional Development, Emergency Relief, and 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.

In order to the **"Provision of Vehicles on rent for office use on Monthly and daily basis for Farmers Development organization (FDO) Multan"** for implementing of project SFTW Vehari and Okara Districts. Farmers Development Organization invites reliable suppliers/Service provider for Vehicles on rent of below mentioned vehicles as per Bill of Quantities.

#### 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:

	DATE	TIME in PST
Deadline for requesting clarifications from the Contracting Authority	December 30, 2023	05:00 AM
Last date on which clarifications are issued by the Contracting Authority	December 31, 2023	03: 00 PM
Deadline for submission of tenders	January 03, 2024	05: 00 PM



## 2. General Remarks and special condition

All offered commodities must be sound, fair, and 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 a single supplier! But we reserve the right to divide the order into lots and orders from various tenderers.
- Timely arrival in accordance with the negotiated delivery periods is of utmost important!
- Part shipments are not allowed without 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
- In case of calculation mistake unit rate will be considered for financial evaluation

## 3. Specifications / Bill of Quantities

The specifications and quantities of the items **for Vehicle on rent for monthly and daily basis.**

Listed below:

No.	Vehicle Description	Specifications	Unit	Quantity	Rent on Daily basis with driver with fuel	Rate on Daily basis with driver without fuel	Monthly Rent with driver without fuel
1	<b>Vehicle (Hatchback)</b>	1000 CC Petrol VXR/VXL Manual Good Engine condition Good condition body Spare wheel with tool kit Neat and clean seat Colour: Any Colour Tyre condition 80% Experienced Driver with computerized valid License Model 2018 to above	No.	1			
2	<b>Vehicle (Sedan car)</b>	1300-1400 cc Petrol Manual/Automatic Good Engine condition Good condition body Spare wheel with tool kit Neat and clean seat Colour: Any colour Tyre condition 80% Experienced Driver with computerized valid License Model 2018 to above	No.	1			



3	<b>Vehicle Coaster 22-seater</b>	Diesel Manual/ Automatic Good Engine condition Good condition body Spare wheel with tool kit Neat and clean seat Colour: Any Colour Tyre Condition 80% Experienced Driver with computerized valid License Model 2018 to above	No.	1			
4	<b>Vehicle High Roof</b>	2500-3000 cc Diesel Manual/Automatic Good Engine condition Good condition body Spare wheel with tool kit Neat and clean seat Colour: Any Colour Tyre Condition 80% Experienced Driver with computerized valid License Sitting capacity 12-15 person Model 2018 to above	No.	1			
5	<b>Mini Truck</b>	2500-3500 CC Good Engine condition Good condition body Spare wheel with tool kit Tyre Condition 80% Experienced Driver with computerized valid License Loading weight capacity up to 1-2 ton Model 2015 to above	No.	1			
<b>Total Amount inclusive of all taxes</b>							

**The tenderer 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. Samples/Pictures/Specifications**

Tenderers who present their bids after stipulated time or incomplete bids will be excluded from the tender evaluation process. Vehicle model should be clearly mentioned in Tender.



## 5. Use of Vehicle

If vehicle will be hired on monthly basis, FDO has right to use the vehicles in all over the Pakistan without intimation of Service provider/vendor.

## 6. 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, Punjab Revenue Authority (PRA) 16% and all other applicable taxes by the government of Pakistan. Transport prices need to include transport tax.**

- Mobil oil and Filters

In case of Vehicle hired on monthly basis FDO will responsibly change of Mobil oil, Air, Oil filters after coverage of 3500 Km and two wash service

- Parking of Vehicle

Vehicle hired on monthly basis will be parked in FDO office after duty.

- Accident/Damage of Vehicle

In case of any accident/theft of vehicle / damage of vehicle FDO will not be responsible and Vendor/Service provider has no right of any claim in any court of Law.

- Residence of Drivers

FDO will not responsible of residence and Meal of Drivers, however if space will available in office driver will be accommodate.

- Payment

Payment of Vehicle rent will pay in shape of Cross cheque to selected vendor.

- Ordering Party

Farmers Development Organization (House # 417, Lang street, New Shalimar Colony, Multan, Ph:# 061-2118087)

- Consignee/Notify

Farmers Development Organization (House # 417, Lang street, New Shalimar Colony, Multan, Ph:# 061-2118087)

- **Documents**

Following documents must be submitted before tender closing:

- Written/printed quotation on letterhead paper or on Tender document. The quotation must include the pre-qualification documents (3 Pages) as in Annex B must be (signed and stamped)
- **Company Profile (Must include Past experiences, Financial Position, GST/Sales Tax registrations/NTN, Registration)**

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

- Original Commercial Invoice
- Performa Invoice (addressed to Consignee)

## 7. Payment Conditions

Payment shall take place in the currency of the Contract.

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



- Payment shall take place according to Cash against documents (CAD) within 15 working days of the reception at the warehouse/delivery point. The order sum cannot be subdivided into partial payments.

## 8. Penalties

- If the Vendor/Service provider fail to provide required service in the 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 . In case of fault in vehicle tenderers will provide other vehicle with in 2 Hrs.
- From the invoice. FDO Has right to cancel the agreement at any time without any notice and can return the vehicle at any time.

## 9. Award Criteria

- We prefer one single supplier for all vehicles but reserve the right to divide per vehicle towards different suppliers/Vendors.
- 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.
- Tenderers provide the vehicle with insurance & Tracker will be preferred.

### **Following quantitative criteria will be considered in the contract granting:**

- 100% price

## 10. 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 01 Mnth (January 2024) following the tender deadline.
- The Contracting Authority, in Pakistan, must receive the tenders before the tender deadline.
- The tender must include all the documents specified in paragraph 09 of these Instructions and be sent to the following address:

**Farmers Development Organization (House # 417, Lang street, New Shalimar Colony, Multan, Ph:# 061-2118087)**

- 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, (i.e. **FDO/ML/Admin/06**).
  - The words 'Not to be opened before the tender opening session.'
  - The name of the tenderer.
  - Quotations are to be provided as hard copy, in one copy only. Offers through e-mail or fax will not be accepted or considered.
  - Alteration or withdrawal of tenders (as below)
- Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. Tender will not be allowed to be altered after the 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 the 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.

**For queries**

[procurement@fdopk.org](mailto:procurement@fdopk.org)

**Procurement Unit Ph: 061-2118087**

**Note:** This Supplier Declaration Form, including your certification by signature, is part of the qualification procedure for our suppliers and service providers. If you do not fully complete this form, you may be disqualified from the tender.

**1. Supplier information**

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted in sections 1.1 and 1.2 below is true and complete.

**1.1 Information about your business**

Please provide the following information about your business and attach a copy of your company's legal registration document if available.

Business name	
Legal form <i>If the supplier is not a registered company, write "notregistered."</i>	
Year founded	
Country where established	
VAT or registration number	
Bank details <i>Include the account holder's name, bank name, IBAN, SWIFT code, and currency used.</i>	
Physical address, email address, and website	



Contact Sales and marketing	
Range of products and services provided (Portfolio)	
Other information	

### **1.1 Information about your managing officials**

FDO upholds high moral standards regarding the conduct of its employees, partners, suppliers, and other service providers. As discussed in part 2.3 below, one of these standards is a condemnation of terrorism and a commitment that no funds or other resources will be used to support terrorists or terrorist activities in any way. Not only is this standard an integral part of how FDO work, but it is also an expectation of our institutional donors and banks that we screen our suppliers and service providers against lists of known and suspected terrorists on a regular basis.

For this reason, we are required to collect certain information about the relevant decision makers of each supplier. In particular, we request information about your top 4 managing officials (e.g., executive board members, managing directors, or heads of department). Generally, these are the individuals listed on your company's registration document. If your company has fewer than 4 managing officials, please provide details for all of your managing officials and let us know this fact when submitting the form.



The data collected below will only be used for comparison with freely accessible international sanctions lists published on the internet and will be protected in accordance with applicable dataprotection laws. If you have any questions how your data will be processed or stored, please talk to your contact at FDO or send an email to [procurement@fdopk.org](mailto:procurement@fdopk.org)

Managing official 1			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
CNIC No			
Managing official 2			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
CNIC No			
Managing official 3			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
CNIC No			
Managing official 4			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			





Gender (optional)			
Birthdate	Date:	Month:	Year:
CNIC No			

## 2. FDO policy statement

### 2.1 FDO support the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligning their operations and strategies with the following 10 universally accepted principles in the areas of human rights, labor, environment, and anticorruption:

#### 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.

#### Labor

- 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.

Further information about the UN Global Compact is available (in a variety of languages) at <https://www.unglobalcompact.org>

### 2.2 FDO/Welthungerhilfe(WHH) adhere strictly to its own Code of Conduct

FDO/WHH Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all of FDO/WHH work. All FDO/WHH suppliers are expected to act in accordance with the values of our Code of Conduct, which are as follows:

- The highest standards of personal and professional conduct
- No religious or political activities when representing FDO/WHH
- No discrimination



- Responsibility for health and safety
- No sexual violence
- Child protection
- Responsible handling of personal data and information
- Responsible use of resources
- No supporting of terrorism or money laundering
- No corruption
- Avoiding conflicts of interest
- No work under the influence of alcohol or drugs
- No carrying of weapons
- Obligation to report concerns, suspicions, and knowledge of Code of Conduct violations

***By signing this Supplier Declaration Form, you explicitly agree to comply with these principles.***

### **2.3 FDO renounces all forms of terrorism and money laundering**

FDO renounce 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 guidance issued by the United Nations Security Council and the European Union, FDO are firmly committed to the international fight against terrorism and, in particular, against the financing of terrorism. Accordingly, FDO/WHH screen their suppliers and their relevant decision makers against lists of known and suspected terrorists to ensure that none of its or its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. By submitting an offer, suppliers and service providers agree to this screening process, including the obligation to provide the information required to conduct the screening (see parts 1.1 and 1.2 above)



### 3. Supplier declaration

We, \_\_\_\_\_ (name of company) hereby declare that

- a) all of the information submitted in parts 1.1 and 1.2 above is true and complete;
- b) we are not in bankruptcy proceedings, in judicial insolvency proceedings, or in liquidation, and 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;
- c) we have not received a sanction by legally binding judgment for reasons that bring into doubt our professional reliability;
- d) we comply with our duty to pay social insurance contributions, taxes, and other levies in accordance with the legal provisions of the jurisdiction in which we have our office, the jurisdiction of the consignee, and the jurisdiction where the contract is performed; we assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation, and occupational safety and health;
- e) 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 another legal or natural person;
- f) 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 any institutional donor involved in development cooperation, humanitarian assistance, or other public financing work (hereinafter "institutional donor");
- g) we are providing you with all the information required to participate in a tender, and all information submitted in relation to this tender is true and complete;
- h) in respect of contracts that are ultimately paid for out of the funds of an institutional donor, no one has accused us of breach of contract due to gross violation of our contractual obligations;
- i) we have not been excluded as a contract partner by any institutional donor due to ethical issues;
- j) in the event we are chosen as the supplier for any FDO project, we assure to FDO, to any institutional donor involved in the project, and to auditors engaged by either FDO or such institutional donor that they will have reasonable access on demand to our business and accounting documents for the purpose of checks and audits;
- k) we respect basic social rights and condemn child labour;
- l) we understand that FDO will conduct a check to ensure that neither our company nor our top four managing officials appear on any lists of known or suspected terrorists issued by our institutional donors or the governments of which they are a part;
- m) we support the goals of the UN Global Compact; and
- n) we act in accordance with the values of FDO Code of Conduct.

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Location, Date

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Name, Signature



Check List (Mandatory)

Before submitting quotation/bid, please check your documents and tick on check list!

Check List			
Sr. No	Documents	Attachment	
1	Copy of NTN	Yes	No
2	Quotation on Business Letter Head/RfQ	Yes	No
3	Cross Copy of CNIC	Yes	No
4	Product Broachers (if any)	Yes	No
5	Sign & stamp on all documents	Yes	No