

**Doc 3: Instructions to Tenderers**

1. Supplies to be provided

**Lot No. 1: 656 Winterize Kits.**

<b>S r. #</b>	<b>Item</b>	<b>Quan tity</b>	<b>Standard Specifications</b>	<b>Cos t (PK R)</b>
1	Cotton mattress	656	Standard cover of size 78*36*4.	
2	Polyester pillow with pillow cover	656	18''x28''. 800 grams, polyester soft comfort, double needle stitching with self-piping, moisture absorber with multi-colour	
3	Kid's blanket	656	2-ply, 90×120 cm – Not less than 800 g	
4	Shawl for Men	656	Size: L 98" x W 44" Material: Wool/Acrowool/Acrylic Quality: Premium Colour: Black + Brown + Skin + white + off-white (natural colours) Pattern: Different (masculine design) Weight: 600 to 650grm approx., thick & warm, soft to touch/feel	
5	Shawl for Women	656	Size: L 80" Long X W 45" Material: Marina/Wool/Acrowool/Acrylic Quality: Premium Colour: Different (natural colours) Pattern: Different (feminine design) Weight: 350-400grm, thick & warm, soft to touch/feel	
6	Plastic sheet	656	(6m X 4m)-Waterproof, Rot proof and UV-Resistant Weight: 3.5 to 4kg reinforced plastic tarpaulin sheet, High Density Polyethylene (HDPE) black fibre fabric, laminated on both sides with low density polyethylene (LDPE) coating  Having good denier, warp & weft, tensile & tear strength Strong aluminium eyelets on 4 sides of the single sheet centre to centre providing very strong fixation points	
7	Single bed quilts / blanket	656	Size: L 78" X W 72" Weight: 6Kg Quality: Premium multi-colour printed, warm fabric with polyester sheet with packing cover	
8	Hoodie/ jacket (13 to 17 years age)	1968	Fine fleece made, full sleeves	
9	Socks (13 to 17 years age)	3936	2 woollen pairs for adults and 4 woollen pairs for children, locally made good quality	
10	Plastic floor mat	656	14x12, 5-6 KGs odourless non-recyclable material. A-Grade material (HPDE), double side stitched, with maximum tensile strength, both directions to wrap and wiped with multi colours	
11	Packing	656	Box/polyethene bag with PPAF logo	
12	Unloading at warehouse	656	Unloading at warehouse using casual labor	
13	Transportation	656	Safe and sound delivery using best transportation medium at Mojaz warehouse Chishtian	

**Lot No. 2: 656 Non Food Items (NFI) Kits.**

Sr#	Description of supplies	Specifications	Qty
1	Towel	Cotton, size: 18"x30" approximately, dark colour	656
2	Bathing soap	200g (Dettol/Lifebuoy) pack of 4 soaps,	656
3	Washing soap	400g pack of 4 soaps,	656
4	Detergent	1 kg bag (Vim/max)	656
5	Nail clipper	2 medium size and 1 small size for children	656
6	Toothbrush with caps	3 large adult size and 2 small for children	656
7	Toothpaste	2 tubes of 70gm each	656
8	Cotton /flannel cloth pieces	Size 1mX1.5m each, deep colour, highly absorbent	656
9	Comb	Medium size comb lice comb small	656
10	Cooking pot	Silver Steel 12" diameter, weight 1.5-1.7 kg	656
11	Frying pan	medium size (ally Silver)	656
12	Steel cooking spoon	9" with handle, full size handle	656
13	Tawa	12" diameter, weight 1.5 kg	656
14	Parat	Stainless Steel, 16" diameter, weight 400-500 gms	656
15	Plates (set of 6)	Stainless Steel, medium size	656
16	Drinking Glasses ( set of 6)	Steel, Standard size 4", weight 115+ 10	656
17	Jug	Steel	656
18	Jerry cans	Capacity= 10 litres	656
19	Mosquito net	Size: Length X Breadth X Height – 7 x 6 x 6 Fts	656
20	Dish washing long bar soap	2 bars of 265 gm each (Vim, lemon max)	656
21	Packing	Box/polythene bag with PPAF logo	656
22	Unloading at warehouse	Unloading at warehouse using casual labor	656
23	Transportation	Safe and sound delivery using best transportation medium at Mojaz warehouse Chishtian	656

2. Closing date and time for submission of tenders :

01-12-2023 at 12:00 noon

3. Submission of tenders

Mojaz Foundation District Office, Chishtian Park Colony, Street # 4, Near Jatala Hospital, Chishtian,

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 Bids

All bids must be valid for a minimum of three (03) Months from the tender submission date.

7. Currency

All tender submissions should be received in Pakistani Rupee

8. Terms

For Lot No. 1 and Lot No. 2, the prices must be inclusive of all taxes, loading / unloading, packaging and allied costs of transportation up to the point of delivery.

The Supplier must quote only one option for each item. Bids received with more than one options and rates may be rejected.

Suppliers must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited 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. "The bidders are required to provide an affidavit stating that they are not currently blacklisted or debarred from any public or private sector.

9. Lots

Lot No. 1 – Winterize Kits

Lot No. 2 – Non Food Items (NFIs) Sets.

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

10. Type of contract

Supplies agreements / with general conditions of the contract

11. Samples Required

Supplier must submit the samples along with their bids for lot No. 1 and 2, Bids without samples can be rejected. Sample should be marked with the name of the bidder clearly marked with irremovable ink. The samples of the successful bidders will not be returned, however the samples submitted by the bidders who do not qualify will be returned after 10 days of the opening of the tender. Unsuccessful bidder will be responsible for collecting the sample from the address where they have submitted the samples.

12. Tender guarantee

A Bid Security of 2.5% of the bid submitted for Lot No. 1 and Lot No. 2 (separately for each lot) must accompany the bid in shape of a demand draft / pay order / call deposit; favouring "Mojaz Foundation". Bids received without Bid Security may be rejected. If the selected bidder refuses to sign the supplies contract/agreement, the Mojaz Foundation reserves the right to forfeit the bid security. Once the contract has been awarded to successful bidder his/her bid security will be converted into performance guarantee.

13. 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.

14. Content of tenders

1. **Instructions to Tenderers (See Doc 3)**
2. **Terms and Conditions (See Doc 4)**
3. **Price Schedule (See Doc 5a, 5b)**
4. **Tenderer's Relevant Experience (See Doc 6)**
5. **Tenderers Declaration (See Doc 7)**

15. Opening of tenders

29-11-2023 at 12:30pm at Mojaz Foundation Mojaz Foundation District Office, Chishtian Park Colony, Street # 4, Near Jatala Hospital, Chishtian, in the presence of suppliers or their representatives, who wish to witness the tender opening.

16. 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 item or all items. Mojaz Foundation reserves the right to divide the order item or supplier wise.

17. Clarification meeting

Potential tenderers can seek clarification on the tender dossier by email to following email and

**Email [info@mojaz.org](mailto:info@mojaz.org)**

**Phone Number: 0300-4831512**

**Timing for contact: 9:00am to 5:00pm**

18. 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.

19. 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 Chief Executive Officer Mojaz Foundation.

20. Data protection

Mojaz Foundation guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Mojaz Foundation guarantees confidentiality of the procurement process.

21. Donor

The project is supported by Pakistan Poverty Alleviation Fund (PPAF) funding. As per the requirement, the supplier is required to ensure the visibility of PPAF through using logos on material on packing depending on the nature of supplies/services.

22. 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) Email made at [complaints@mojaz.org](mailto:complaints@mojaz.org)

b) Contact Numbers cell: **0300-4831512**, **landline: 0542-413313**

Can also contact to Pakistan Poverty Alleviation Fund Complaints Contact Number +92 (51) 8439450 – 79

**Email Address:** [Whistleblow@ppaf.org.pk](mailto:Whistleblow@ppaf.org.pk)

**Note: Bidder must declare any conflict of interest pertaining to this offer.**