

## MOJAZ FOUNDATION

### Tender Document-Consultancy Services for Provision of Assistive Devices

Ref. No. MF/CAD/006/26

Mojaz Foundation (established in 2008) is a leading national non-profit organization dedicated to promoting sustainable socio-economic development for marginalized communities in Pakistan. Through its integrated programs in education, health, livelihoods, disaster risk reduction, climate change, and gender equality, MF works to create lasting impact and inclusive growth.

The Mojaz Foundation is implementing an Integrated Livelihoods and WASH Recovery project for flood-affected farming communities in Tehsil Shujabad, District Multan.

MOJAZ Foundation is seeking proposals from reputable firms/businesses having relevant experience in the required field.

#### **Instructions for Bid Submission:**

All interested firms that may be willing to participate in the bidding process are requested to read the document carefully and adhere to the instructions and terms & conditions set hereafter.

1. The proposal must be on business letterhead, along with the annexures (A, B, C, D, and F) of the tender document.
2. Your proposal must have the necessary documentary evidence attached, i.e.,
  - a. Evidence of Company/Business registration
  - b. Evidence of registration with the relevant tax authority for WHT & GST.
  - c. Evidence of relevant experience.
  - d. Business contact information (address, telephone no, email)
3. Business account details with an account maintenance certificate.
4. Each page must be signed and stamped with the authorized representative who may coordinate and represent the firm with MF in the further process.
5. Each form/document must be filled out and endorsed by the authorized representative.
6. All quoted costs/prices must be in PKR only.
7. Each firm is permitted to submit only one bid. Non-compliance may lead to the cancellation of all bids submitted by the same firm under different names.
8. Quoted prices must have a validity of 3 months from the date of submission of the quotations.
9. Quoted prices must be inclusive of all applicable taxes, including WHT, GST/PST, separately for each item and delivery charges to the distribution points (details will be shared with the selected vendor) at Union Council Gardez Pur of Tehsil Shujabad, District Multan.
10. Tender document can be downloaded from the following link  
<https://Mojazfoundation.org/tender/>

11. The proposal can be submitted in a sealed envelope to **Mojaz Foundation, office # 13, 3<sup>rd</sup> floor, Al-Babar Center, F-8 Markaz, Islamabad**, not later than **1230 Hrs Tuesday, March 10, 2026**. The envelope must be marked clearly with the reference number and the title of the tender.
12. For any queries and concerns related to this consultancy, you may contact 051-2744868 or better write to [procurement.ilmpact@mojazfoundation.org](mailto:procurement.ilmpact@mojazfoundation.org).
13. MOJAZ Foundation reserves the right to either accept or reject any or all proposals without assigning any reason.

Other required details are specified in the annexures below.

**Cover Page**

<b>Heading</b>	<b>Details</b>
Firm/Business Name	
Business type (proprietor, company)	
Registration details*	
Tax compliance**	
Address	
Contact No. (landline)	
Contact Person Name	
Cell No.	
Email address	
Nature of Business	
Total Experience (years)	
Relevant experience (years)	
Maximum value of the same nature order delivered (last)	
Ordered organization (last)	
Contact person	
Cell no. email id	
Official Account (number)	
Account (title)	
Bank and branch	
Account maintained since (date and year)	

\* Certificate of registration of the firm/business with the relevant authority under the law.

\*\* Certificate of registration of the firm/business with the relevant tax authority, i.e., WHT, GST/PST, and filer status on the date of submission of the proposal.

**PURCHASING TERMS:**

Unless the context indicates otherwise, the terms “Buyer” and “Contracting Authority” refer to Mojaz Foundation. The term “Supplier” and “Contractor” refers to the entity named on the order and contracting with the Buyer. The term “Contract” can be taken to mean either (a) the purchase order or (b) the supply/service Contract, whichever is in place.

**GENERAL TERMS AND CONDITIONS**

1. **Price:** The prices stated on the order shall be held firm for the period and/or quantity unless specifically stated otherwise
2. **Source of Instructions:** The Supplier shall not seek nor accept instructions from any source external to Mojaz Foundation in relation to the performance of the Contract.
3. **Assignment:** The Supplier shall not assign, transfer, sublet, or subcontract the Contract or any part thereof without the prior written consent of the Buyer.
4. **Corruption:** The Supplier shall not offer, give, or agree to give any inducement or gift to any employee of the Buyer that could reasonably be perceived as a bribe. Any breach of this provision may result in the immediate termination of the business relationship and any existing contracts.
5. **Confidentiality:** All data, including but not limited to maps, drawings, photographs, estimates, plans, reports, and budgets that have been compiled by or received by the Supplier under the Contract shall be the property of the Contracting Authority/Buyer and shall be treated as confidential. All such data should be delivered to the authorized officials representing the Buyer upon request.
  - 5.1 The Supplier may not communicate at any time to any other person, government, or authority external to Contracting Authority/Buyer, any information that has been compiled through association with Contracting Authority/Buyer which has not been made public except with written authorization from the Contracting Authority/Buyer. These obligations do not lapse upon termination of the contract.
6. **Use of Emblem or Name:** Unless otherwise agreed in writing, the Supplier shall not advertise nor make public the fact that it is supplying goods or services to the Buyer, nor shall the Supplier in any way whatsoever use the name or emblem of Contracting Authority/Buyer in connection with its business or otherwise.
7. **Observance of Law:** The Supplier shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of the contract.
8. **Force Majeure:** The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection, or acts similar in nature or force.
  - 8.1 In the event of, and as soon as reasonably possible after, the occurrence of any event deemed to constitute force majeure, the Supplier shall notify the Buyer in writing, providing full particulars. If the Supplier is rendered unable, in whole or in part, to perform its obligations, the Buyer may, at its sole discretion, take such action as it deems appropriate or necessary under the circumstances.

**8.2** If the Supplier is permanently rendered incapable in whole or part by reason of *force majeure* to complete its obligations and responsibilities under the Contract, then the Buyer will have the right to suspend or terminate the contract on the same terms and conditions laid out in section 9, Cancellation.

**9. Cancellation:** If the Buyer suspends its operations or undergoes changes in its mandate as directed by the Executive Council/Board of Directors of the Buyer/Donor, or if there is a lack of funding, the Buyer retains the right to cancel the contract. In such an event, the Supplier is entitled to reimbursement from the Buyer for all reasonable costs that the Supplier has incurred. This includes costs associated with materials that have been satisfactorily delivered and conform to the specified terms of the contract, up until the receipt of the termination notice.

**9.1** If the Supplier faces financial challenges, such as bankruptcy, liquidation, receivership, or any other solvency issues, the Buyer maintains the right to terminate the contract promptly. This termination is executed without compromising any other rights or remedies available to the Buyer as stipulated in these conditions.

**10. Warranty:** The Supplier shall provide the Buyer with all manufacturers' warranties. The Supplier warrants that all goods supplied in relation to the Contract meet specification, are defect-free, and is fit for the intended use. If, during the warranty period, the goods are found to be defective or non-conforming to specification, the Supplier shall promptly rectify the defect. If the defect is permanent, then at the choice of the Buyer, the Supplier will either replace the item at their cost or reimburse the Buyer.

**11. Inspection and Test:** The Supplier must inspect the goods before dispatch to ensure conformance to specification and/or any other provisions of the contract. The Buyer reserves the right to inspect the goods for compliance with specifications and provisions of the contract. If, in the Buyer's opinion, the goods and/or services do not comply with the specification, the Buyer will inform the Supplier in writing. In such a case the Supplier shall take the necessary action to ensure compliance, liability for any additional cost incurred for rectifying compliance will rest with the Supplier.

**12. Changes:** The Buyer reserves the right to make reasonable changes at any time to the specification, drawings, plans, quantity, packing instructions, destination, or delivery instructions. If any such change affects the price of goods or performance of service, the Supplier and Buyer may negotiate an equitable adjustment to the Contract, provided that the Supplier claims for adjustments in writing to the Buyer within 5 (five) days from being notified of any change.

**13. Export Licence:** If an export licence or licences are required for the goods, the Supplier has the responsibility to obtain that licence or those licences.

**14. Payment Terms:** Unless otherwise agreed, payment terms will be 10-15 working days from receipt of a correctly prepared invoice.

**15. Ethics:** The Conduct to which the Contracting Authority/Buyer expects all of its suppliers to respect is as follows;

- Local labor laws are complied with
- Employment is freely chosen.

- The rights of staff to freedom of association and to collective bargaining are respected.
- Working conditions are safe and hygienic.
- No exploitation of children is tolerated.
- Wages paid are adequate to cover the cost of a reasonable living.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment of staff is tolerated.
- Social rights are respected

Additionally, acceptance of these terms by a Supplier, service provider or contractor of a Contracting Authority/Buyer's supply, service or works contract, means they understand and agree to abide by the terms/ policies of the Mojaz Foundation such as safeguarding policies (Programme Participant Protection Policy, Child Safeguarding Policy and Anti-Trafficking in Persons Policy) and conflict of interest policy (the relevant policies will be shared along with the agreement with the selected supplier).

**15.1 Environmental Standards** - Suppliers should, as a minimum, comply with all statutory and other legal requirements relating to the environmental impacts of their business. Areas which should be considered are:

- Waste Management.
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

**16. Rights of Contracting Authority/Buyer:** Should the supplier fail to perform under the terms and conditions of the contract, including but not limited to failing to obtain export licenses or to make delivery of all or part of the goods by the agreed delivery date(s), the Buyer may, after giving reasonable notice to the Supplier, exercise one or more of the following rights:

- Procure all or part of the goods from an alternate source, in which event the Buyer may hold the Supplier liable for additional costs incurred.
- Refuse to accept all or part of the goods.
- Terminate the Contract.

**16.1** The Contract will be terminated in the event of corrupt, fraudulent, collusive, and/or coercive practices, and the donor/funder will be informed where such practices may affect their financial interests.

**17. Rights of access for test purposes:** The Contracting Authority/Buyer is contractually obliged to provide certain donors with direct access to suppliers for testing purposes. This obligation applies to all suppliers of the Contracting Authority/Buyer.

**18. No Agency:** This order does not create a partnership between the Buyer and Supplier or make one party the agent for the other for any purpose.

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

## MOJAZ Foundation

### BID SUBMISSION FORM

<b>Reference:</b>	Ref. No. MF/CAD/006/26
<b>Firm Name:</b>	
<b>NTN:</b>	
<b>STRN:</b>	

Sr. #	Item	Brief Description/Specification	Qty.	Unit Price	Total (Excluding tax)	Sales Tax (%)	Total Price (inclusive of applicable Tax)
				PKR	PKR	PKR	PKR
1	Consultancy Services	For detailed TORs, please see <b>Annexure F</b>	1				
3							
<b>Grand Total:</b>							

<b>Delivery Instructions:</b>	<p>The selected firm will have to do theater performances at various locations across the district Bahawalnagar and Khanewal.</p> <p><i>The quoted rates must be inclusive of all applicable taxes, duties, levies, and all associated costs for the complete provision of services as specified in the Terms of Reference (TORs).</i></p>
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**Evaluation Criteria:**

Cost will not be the sole criterion for selecting the vendor/supplier. Bids will be evaluated and marked based on the following standards:

Sr. #	Evaluation criteria	Indicator description	Max Score
1	Compliance with Tender requirements	1. Submission of a signed Bid Form 2. Valid business registration and legal status 3. Compliance with technical specifications 4. Submission of required bid security	15
2	Technical and Financial Evaluation	1. Ability to meet timelines 2. Lowest evaluated and substantially responsive bid 3. Price quoted inclusive of all applicable taxes, duties, and associated costs 4. Arithmetic accuracy and price consistency	70
3	Past Experience & Performance Feedback	1. Similar experience with UN agencies, INGOs, NGOs, or government entities 2. Proof of previously completed assignments 1. Reference feedback	15

<b>Date:</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Signature:</b>	

## MOJAZ Foundation

### Declaration of Eligibility

Tenderer / Supplier:

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I, the undersigned *(Name and address of representative)*

Representative of

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*(Name and address of company)*

Declare that none of the following conditions applies to us;

- Are not registered companies.
- Are not bankrupt or in the process of going bankrupt.
- Have been convicted for an offense concerning professional conduct.
- Have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Have not fulfilled obligations related to payment of taxes.
- Are guilty of serious misinterpretation in supplying information.
- Are in a situation of conflict of interest (with prior relationship to project or family or business relationship to parties on the **Mojaz Foundation (MF)**).
- Declared as a serious fault of implementation owing to a breach of their contractual obligations.
- Are on any list of sanctioned parties issued by the Pakistan Government, the United Nations, the United States Government, and the European Union.

In the presence of

Declared

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*(Name & Signature)*

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*( Stamp)*

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*(Name, address)*

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*(Location, date)*

Mojaz Foundation  
Bid Form (Supplies)

Date: \_\_\_\_\_

To:

**Mojaz Foundation (MF)**

Office # 13, 3<sup>rd</sup> Floor, Al-Babar Center, F-8 Markaz  
Islamabad

**Subject:** Tender Ref. No. **MF/CAD/006/26** (Supply of Urea and Spray Machine)

Gentlemen and/or Ladies:

Having examined the bidding documents, including Tender Nos. **Ref. No. MF/CAD/006/26** the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver books in conformity with the said bidding documents for the sum of Rs. \_\_\_\_\_ or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake that, if our Bid is accepted, we shall deliver the goods within \_\_\_ days from the date of signing of the contract. In the event of any delay in delivery, a penalty at the rate of 0.5% of the total contract amount per day may be imposed. In case of breach of contract, **Mojaz Foundation (MF)** reserves the right to cancel the contract.

If our Bid is accepted, we irrevocably undertake to furnish the Performance Security in the prescribed form and amount, and within the period specified in the Bidding Documents, in full compliance with the MF's procurement regulations.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per the bidding documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
*[signature & Stamp]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## Detailed TORs

Ref. No. MF/CAD/006/26

### Hiring of a firm for Secondary Screening and Provision of Assistive Devices

**Project Districts:** Khanewal & Bahawalnagar

**Organization:** Mojaz Foundation

## 1. Background

Mojaz Foundation is implementing the ILMpact Project in the districts of Khanewal and Bahawalnagar, focusing on promoting inclusive education in public schools. Through a primary screening process, children with suspected disabilities have been identified and require further assessment and potential assistive support.

In this regard, Mojaz Foundation intends to hire a qualified firm to conduct secondary screening and provide appropriate assistive devices where required.

### Summary of Identified Cases (Primary Screening)

District	Visual Impairment	Hearing Impairment	Physical Impairment	Any Other	Total Referral Cases
Khanewal	623	45	21	2	691
Bahawalnagar	283	47	10	0	340
<b>Total</b>	<b>906</b>	<b>92</b>	<b>31</b>	<b>2</b>	<b>1031</b>

## 2. Purpose of the Assignment

The purpose of this assignment is to:

1. Conduct **secondary medical and functional screening** of referred children.
2. Confirm diagnoses of visual, hearing, and physical/functional disabilities.
3. Recommend and provide appropriate assistive devices.
4. Ensure proper fitting, basic user training, and referral (if required).

## 3. Scope of Work

### 3.1 Secondary Screening

- Conduct detailed medical and functional assessments of 1,031 referred children.
- Deploy qualified professionals, including:
  - Ophthalmologist/Optometrlist (for vision assessment)
  - Audiologist/ENT specialist (for hearing assessment)
  - Physiotherapist/Disability specialist (for physical/functional assessment)
- Use standardized and approved screening tools.
- Maintain proper documentation of each child assessed.
- Issue screening reports with confirmed diagnosis and recommendations.

### 3.2 Provision of Assistive Devices

Based on the confirmed diagnosis, the firm will:

- Provide appropriate **eyeglasses** for visual impairment.
- Provide **hearing aids** and related accessories for hearing impairment.
- Provide **mobility/functional support devices** (e.g., crutches, walkers, orthotic supports, etc.) where required.
- Ensure:
  - Proper fitting of devices.
  - Quality assurance and warranty (minimum 6–12 months).
  - Basic orientation to children and parents on device usage and care.

### 3.3 Coordination & Logistics

- Coordinate with Mojaz Foundation and school administration for scheduling.
- Organize screening camps at designated school clusters.
- Ensure gender-sensitive and child-protection compliant processes.
- Submit district-wise screening completion plan before execution.

### 3.4 Reporting Requirements

The firm must submit:

1. Daily/weekly progress updates during field activities.
2. District-wise screening database (soft & hard copy).
3. Final Completion Report including:
  - Number screened (by category and district)
  - Number confirmed (by disability type)
  - Number of devices provided
  - Photographic evidence (with consent)
  - Challenges and recommendations

## 4. Deliverables

- Secondary screening of **1,031 children**.
- Confirmed diagnostic reports for each child.
- Provision of recommended assistive devices.
- Final consolidated report with data analysis.
- Updated beneficiary database in Excel format.

## 5. Duration of Assignment

The assignment is expected to be completed within **20 days** from the date of contract signing.

## 6. Geographic Coverage

- District Khanewal
- District Bahawalnagar

All field activities will be conducted at designated schools or cluster centers identified by Mojaz Foundation.

## 7. Required Qualifications of the Firm

The firm must:

- Be legally registered in Pakistan.
- Have at least **5 years of experience** in medical screening and assistive device provision.
- Demonstrate prior experience in:
  - School-based screening programs
  - Disability assessment
  - Provision of assistive devices
- Have qualified medical professionals registered with relevant councils.
- Demonstrate capacity to operate in South Punjab districts.

## 8. Ethical & Safeguarding Requirements

The firm must:

- Follow child protection and safeguarding policies.
- Obtain parental consent before screening.
- Ensure confidentiality of medical data.
- Follow inclusive and gender-sensitive approaches.

## 9. Payment Terms

Payment will be made in tranches linked to deliverables:

- 40% upon submission and approval of the Inception Report
- 60% upon completion of Health Screening, submission & approval of the Final Report, and device distribution verification

## 10. Proposal Submission Requirements

Interested firms must submit:

- Technical Proposal (methodology, work plan, team composition)
- Financial Proposal (district-wise cost breakdown)
- Company profile & registration documents
- Evidence of similar assignments

CVs of proposed technical staff