



## **Invitation for Bid (IFB)**

### **Procurement of Office Furniture**

The Centre for Peace and Development Initiatives (CPDI) is an independent, non-partisan and a not-for-profit civil society organization working on issues of peace and development in Pakistan. It is registered under section 42 of the Companies Ordinance, 1984 (XLVII of 1984). It was established in September 2003.

On behalf of Centre for Peace and Development Initiatives (CPDI) Pakistan, Sealed tenders are invited from the sales tax registered firms/suppliers,

<b>IFB No:</b>	CPDI/02A-4
<b>IFB Description:</b>	Procurement of Office Furniture
<b>IFB issued By:</b>	Centre For Peace and Development Initiatives (CPDI)
<b>Advertisement date:</b>	12 <sup>th</sup> July 2014
<b>Last date for proposal submission:</b>	20 <sup>th</sup> July 2014

## **PART-I**

### **INSTRUCTIONS TO BIDDERS**

#### **Introduction**

**General:** The Purchaser invites Sealed Bids for the supply of Office furniture to the CPDI office,

#### **Eligible Bidders:**

- Seller not provided and will not provide material support or resources to any individual or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.
- The bidder is not blacklisted by any government or semi government organization.

#### **Cost of Bid:**

The Bidder shall bear all costs associated with the preparation and submission of the Bid and CPDI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

#### **Specifications of goods:**

Bidders should provide the following:

- a) Complete specifications of furniture with picture,**
- b) Complete set of necessary literature (catalogues/ brochures).
- d) The furniture quoted is new in all respects and there is no 2nd hand/low quality materials or part/accessory used in furniture.

#### **Price/Payment:**

- a) Price should be quoted in Pak Rupees, including all taxes.
- b) All prices must include all taxes, transportation, loading and unloading charges, compulsory payments, levies and duties, including Sales Tax (if applicable).
- c) Payment will also be made in Pak Rupees after deduction of taxes (if applicable) within specified time mentioned in contract/purchase order,

### **Company Profile and eligibility of bidder:**

The Quotation package should comprise of following documents:

- Cover Letter
- The profile of the firm/ Company
- NTN certificate
- Good track-record and references from previous clients
- Financial Proposal
- Declaration from supplier mentioned on last page of this document (PART VII)

**Contract:** Fixed price contract.

- Issuance of this solicitation does not constitute an award commitment on the part of CPDI or does it commits to pay for any costs incurred in the preparation or submission of a quotation,
- **Fulfilling the requirement of this IFB document section PART III, IV and V is mandatory.**

### **Financial Quotation:**

The Offeror should provide a financial budget in accordance to the quotation; The detailed budget should be made in Pakistani Rupees, inclusive of all applicable taxes and duties. **Prices must be valid for at least 60 calendar days from the last date of submission of Quotation.**

The Offeror are requested to submit a quotation directly responsive to the terms, conditions, specifications, and clauses of this invitation for bid (IFB). Quotation not conforming to this IFB may be categorized as unacceptable, thereby eliminating them from further consideration.

**The Offeror are required to submit call deposit in shape of Pay order or Demand draft which should be 2% of the total offered price. The call deposit should be in name of CPDI. The Quotation without original call deposits will not be considered. Please also note that call deposit should be valid for at least bid validity period.**

## **PART-II**

### **SPECIAL TERM AND CONDITION**

- **Delivery** shall be made within **15 days** after receipt of signed purchase order/contract. Extension in period of delivery can be given on reasonable grounds. All the expense incurred during the transportation of office furniture will be the responsibility of supplier.  
**Delivery of furniture shall be made to Multan, Bahawalpur, Muzaffargarh, and Lodhran. (Detail address will be conveying at the time of signing contract).**
- **Liquidated Damages (LDs):** as liquidated damages, a sum equivalent to 1 percent of the delivered price of the delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods Purchase Order price. Once the maximum is reached, the purchaser may consider termination of the Purchase Order.
- CPDI reserves the right to amend this Invitation for Bids (IFB) upon written notice to bidders and/or through advertisement in newspapers or on official CPDI website.
- CPDI have the right to reject all or any bid, without assigning any reason.
- The suppliers must quote only one option for each item with its price and detailed specs. As per requirement.
- Tender committee reserves the right to increase or decrease the quantity, if required.
- The proposed contract is expected to be awarded tentatively in month of July 2014, after the solicitation and award process is completed by the Award Committee. Please note that all procurement and delivery process is expected to be completed within minimum possible time.
- Supplier must not be engages 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.
- The bidding will be conducted through competitive process,
- Organization reserves the right to accept or reject any part or entire tender without assigning any reasons.
- An agreement will be signed with successful bidder(s) for timely supply of appropriate quality items and method of payment.



- Bids shall be valid for a period of 60 days after the deadline of bid submission.
- Bids received after the deadline of the submission will be rejected
- The bids must be properly sealed with company stamp,
- Unsealed bids or bids received through emails will be simply rejected.
- Sealed Bids must be delivered to the below mentioned office address on or before **1700 Hours on 20<sup>th</sup> July 2014**. Late bids shall be rejected.

**Contact Person: Procurement Unit**

**Name of Office: Centre for Peace and Development Initiatives (CPDI)**

**House # 370, Street # 75, Sector E-11/3, MPCHS, Islamabad**

**Telephone: 051-2375158-59**

**E-Mail: [haroon.rashid@cpdi-pakistan.org](mailto:haroon.rashid@cpdi-pakistan.org)**

**PART-III**

**TECHNICAL INFORMATION:**

S#	Item & Description	Quantity	Unit	Unit Rate	Rate Including GST , Taxes
1	• Conference table, 18'-0" L x 4'-0" W x 2'-6" H for 20 persons, made of complete Lamination board with 2 mm thk PVC edging, T shape legs.	<b>04</b>	No		
2	• Staff Revolving Chair, Medium back, PP arms, seat & back Mesh fabric, nylon base, gas lift	<b>90</b>	No		
3	• Briefing Chair, with single arm (writing pannel), seat & back made of wooden strips, M.S frame 1" x 1" square pipe - 18 guage, powder coated, (college class room chairs)	<b>100</b>	No		
4	• Staff Table, 4'-0" L x 2'-5" W x 2'-6" H. with 03 Drawers central locking, made of complete lamination board with 2 mm thk PVC edging.	<b>8</b>	No		
5	• Visitor chair, padded arms, chrome pipe legs, seat & back cushioned in Black/blue mesh fabric.	<b>24</b>	No		

**Delivery, transportation of furniture:**

The bidder shall provide the following:

- a) Delivery of office furniture will be the responsibility of supplier,
- b) If any delivery and transportation charges apply it should be clearly mentioned in the quotation.
- c) **Delivery of furniture shall be made to Multan, Bahawalpur, Muzaffargarh, and Lodhran. (Detail address will be conveying at the time of signing contract).**

## PART-IV

### Evaluation Criteria for Office Furniture

#	Selection Criteria	Maximum Score
<b>1</b>	<b>Criteria</b>	
1.1	Delivery Schedule	20
1.2	Technical evaluation	10
<b>2</b>	<b>Financial Criteria</b>	
2.1	Financial (Price): All prices must be quoted in PKR, inclusive of all applicable taxes and duties. Prices must be valid for 60 days from the last date of submission for proposal.	70
<b>Total Maximum Score</b>		<b>100</b>

#### **Key Points in evaluation of Quotation:**

- To assist in the evaluation of quotation, the Award Committee may, at its discretion, ask any applicant for a clarification of its quotation which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing. If applicant does not provide clarifications of the information requested by the date and time set in CPDI request for clarification, its quotation may be rejected,
- CPDI shall use all the factors, methods and criteria defined in the evaluation criteria to evaluate the bids of the Bidders and any specialist contractors. CPDI reserves the right to waive minor deviations in the evaluation criteria if they do not materially affect the capability of a Bidder to perform the contract.



**PART-V**

**DECLARATION ON PART OF THE BIDDER**

We, M/s. \_\_\_\_\_ hereby affirm and declare that we have read all the contents of this Bid Document and the same are fully acceptable to us. We have adhered to the Bid document while framing our Bid.

Signature of bidder \_\_\_\_\_  
Name of Signatory \_\_\_\_\_  
Designation: \_\_\_\_\_  
Seal: \_\_\_\_\_