

Doc 3: Instructions to Tenderers

1. Supplies/Services to be provided

S.No	Item	Specification Required	Unit	Total Qty
1	4 Bath Soap	Safeguard Soap,125 gm/each,	PC	3500
2	2 Combs	Plastic Large Size (1), Lice Comb (1)	Pc	1750
3	1 Nail Cutter	Made in China, Medium Size	Pc	875
4	4 Soap for Cloths	Sufi or GAAY Soap 250 gm/each	Pc	5250
6	4 Tooth Brush	Colgate Premier Clean or Ezi Grip	Pc	4375
7	2 Tooth Paste	Colgate or Close-up 100 g/each	Pc	1750
8	2 Towels	Good quality, Bath Size 4'6''x 2'6'', Min weight – 500 grams	Pc	1750
9	1 Dish Wash Bar	Lemon Max 225 gm/each	Pc	1750
11	1 Packing Bag	Tarpaulin or Parachute with Zipper & Handles with EC,Concern & SDO Logo	Pc	875

2. Closing date and time for submission of tenders :

10:00 hours on Feb 13, 2012

3. Submission of tenders

House #99, Sector A, Ghazikot Township Mansehra.

4. Timetable for provision

To be submitted by the bidder

5. Language of offers

All tenders documents are to be submitted in English

6. Period of validity of offers

It should be stated that all bids must be valid for a minimum of thirty days from the tender submission date.

7. Currency

Pakistani Rupee

8. Terms

The prices must be inclusive of all taxes, delivery / transportation, loading / unloading, packaging and allied costs up to the point of delivery.

9. Lots

- Lot 1 – 4 Bath Soap
- Lot 2 – 2 Combs
- Lot 3 - 1 Nail Cutter
- Lot 5- 4 Soap for Cloths
- Lot 6- 4 Tooth Brush
- Lot 7- 2 Tooth Paste
- Lot 8- 2 Towels
- Lot 9- 1 Dish Wash Bar
- Lot 10- 1 Packing Bag

10. Type of contract

Supply agreement

11. Samples Required

Samples must be submitted on or before **10:00 hours on Feb 13, 2012 hrs** at House #99, Sector A, Ghazikot Township Mansehra 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. The bidders who do not qualify will need to present a written request on their letterhead requesting the return of the samples.

12. Tender guarantee

A tender guarantee of 5% of the bid submitted must accompany the bid in shape of a demand draft / pay order / call deposit; favouring "Saibaan Development Organization". Bids received without Tender Guarantee may be rejected.

13. Content of tenders

- Technical Specification
- Financial Offer
- Signed Tenderers Declaration
- Company Certificate of Registration
- Completed 'Tenderers Relevant Experience Form'
- Samples. Please note that samples provided which do not meet the minimum specifications as per the attached tender dossier, will not qualify to the final tender evaluation process.

14. Opening of tenders

10:00 hours on Feb 13, 2012 hrs, Sector A, Ghazikot Township Mansehra in the presence of suppliers or their representatives, who wish to witness the tender opening.

15. Evaluation of tenders

Lowest price will not be the sole criteria; quality, delivery time and previous experience will also be considered.

16. Cancellation of the tender procedure

Tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason.

17. 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 Executive Director – Saibaan Development Organization.

18. Data protection

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

19. Donor

Clearly state who the funder of the materials, service or works is. Visibility is an import Saibaan in this regard and if donor logos are required on materials supplied, the conditions of such should be clarified. It may be necessary and appropriate to have donor's logos on tender documentation alongside the Saibaan logo.