

# BIDDING DOCUMENT

(National Competitive Bidding)

For:

**Hiring of Contractor for Construction  
of Family Health Model Clinic at  
District Mithi, Sindh, Pakistan**



**IPPF WISH 2 ACTION Project**



**Rahnuma: Family Planning Association of Pakistan,**  
3 – A, Temple Road, Lahore  
Ph: 042-111 22 33 66 Fax: +92-42-6368692  
E-mail: [info@fpapak.org](mailto:info@fpapak.org)

## **REQUEST FOR QUOTATION**

### **1. Summary**

- 1.1. The Rahnuma Family Planning Association of Pakistan has received a financial contribution from International Planned Parenthood Federation of London (IPPF) for its WISH2ACTION Project.
- 1.2. This invitation is for the submission of a quotation for the provision of services as Contractor for Construction of Family Health Model Clinic (FHMC) at District Mithi, Sindh, Pakistan.
- 1.3. Subject to approval, the final contract may be let directly with the preferred quotes with which R-FPAP believe it will obtain best value. Nothing contained in this document is intended to create a contract between you and the R-FPAP.
- 1.4. These documents are being made available on the condition that they are used solely in connection with this Request for Quotation (RFQ), and no other purpose.

### **2. Terms and Conditions**

- 2.1. The Contractor must be registered with Pakistan Engineering Council.
- 2.2. The contractor should have experience in similar nature of works. (The Contractor must submit valid evidence of similar works of completed/in-hand Projects).
- 2.3. The Contractor should provide the list of machinery, equipment's, safety measures with tools, etc.
- 2.4. Vendors must provide signed due diligence Form with Quotation.
- 2.5. The contractor should provide his Company Profile detailing employee qualifications, work experience with relevant Govt. institutions with status duration, and cost of works executed.
- 2.6. The contractor must use R-FPAP standard format Form of Quotation as provided. One set of quotation for the services shall be submitted. The quotation should include the priced BoQ with prices for each item included. The quotation must be typed or written in indelible ink and shall be signed by the company's authorized representative. An unsigned Form of Quotation will not be considered responsive.
- 2.7. Contractors should study the technical drawings provided to submit quotation
- 2.8. Tempered and incomplete bids will not be accepted
- 2.9. R-FPAP reserves the right to accept or reject any or all bids without assigning any reason, no legal action can be taken by the contractor(s) in this regard.
- 2.10. All Goods and Incidental Services to be supplied under the contract shall be manufactured by internationally or nationally reputable manufacturers and shall be recognized widely as the leading good products in the global medical industry in respect to product quality, safety, durability, technical advancement and continuous maintenance services.

### 3. Taxes & Duties

- 3.1. All prices submitted shall be in PKR including local taxes.
- 3.2. Travel, delivery costs and any other expenses shall be included in the quoted price.

### 4. Period of Validity of Bids

- 4.1. Quotes shall remain valid for 60 working days after the submission date prescribed by the Purchaser;
- 4.2. Quotes which are valid for a shorter period will be rejected by the Purchaser as non-responsive.

### 5. Changes to RFQ

- 5.1. R-FPAP reserves the right to make changes to the RFQ and issue supplementary instructions at any time. Under no circumstances shall R-FPAP incur any liability in respect of such events.

### 6. Key RFQ Information

Deadline for Request for Clarification	December 10, 2021 @ 2:00 p.m.
Closing Date RFQ:	December 15, 2021 @ 2:00 p.m.
Opening & Evaluation :	December 15, 2021 @ 2:00 p.m.
Submission & requests for clarification to:	Qurban Ali Shah, Program Manager Rahnuma – Family Planning Association of Pakistan Shahbaz Road, Ward No. 1, Bagh Muhallah, Badin Telephone: +92 (0) 0297-873133, 873132 Email: qurban.ali@fpapak.org
Submission via:	Hard copy, email or personal delivery (see above addresses)
Validity of Quotation:	Minimum of 60 days from the closing date mentioned above
Language of RFQ:	English
Currency of RFQ:	Pakistani Rupee (PKR) Only
Quotations Opening Venue:	Rahnuma – Family Planning Association of Pakistan Shahbaz Road, Ward No. 1, Bagh Muhallah, Badin

## 7. Payment Schedule

- 7.1. Any additional services the Supplier wishes to add to the quotation must be highlighted in a separate matrix. Where applicable, any maintenance or ongoing costs over the life of the contract should also be identified and added into the final contract price.
- 7.2. The Purchaser will pay the contractor the total/complete cost/price of the project in instalments as per the following schedule:-

Sr. No	Construction Stage	Percentage of Total Cost
01	Mobilization advance at the signing of the agreement	15%
02	After completion of Substructure (Foundation & Plinth Beam)	10%
03	After Completion of Brick Masonry works	15%
04	After pouring of Ground floor Slab	15%
05	After completion of Roof	10%
06	After completion of Initial electric work & internal & external plaster works	10%
07	After completion of Sewerage Work	10%
08	After completion of Finishes Works	05%
09	Upon pre-commissioning / inspection and approval by R-FPAP	10%

Note:

- i. These instalments may be claimed partly as per progress at site after verification of Rahnuma: FPAP Focal Person;

## 8. Scope of Services

The scope of services for the Contractor includes but is not limited to:

- 8.1. Undertake site visit(s) for site analysis to have familiarity with the piece of land earmarked for the centre and its surroundings;
- 8.2. Undertake the Civil Work, ensuring high standards.
- 8.3. Carry out survey to have exact measurements of required works/ services of the project site.
- 8.4. The Rahnuma-FPAP shall be responsible for provision of utilities such as water supply and electricity. The contractor will be responsible for running and maintaining the utilities including payment of monthly utility bills.
- 8.5. Time for completion of the project shall be latest **two months** from date of contract signing. The contractor shall mobilize its labour, machinery and construction material and start construction activities on site within ten days of the receipt of mobilization advance and approved drawings. The work will be executed as per the schedule provided by contractor and duly approved by the architect/engineer.

- 8.6. The supplier gives a full warranty on all delivered goods and services for 12 months. Follow up of repairs, maintenance, faults rectification/ essential repairs (Defects Liability Period) for twelve months after completion of project will be undertaken by the contractor. While proposing prices, the supplier has to calculate that all the costs related to this warranty are included in the unit price of the goods.
- 8.7. The Contractor shall construct the above mentioned construction project as per specifications of materials and works detail, as provided in the drawings and BoQ. The construction of the building will be carried out by the contractor in accordance with the quality of materials, finishes and specifications as detailed in specifications brief and no variations in these shall be done by the contractor.

Sincerely,

**Mr. Qurban Ali**

Program Manager

Rahnuma: Family Planning Association of Pakistan

Shahbaz Road, Ward No. 1, Bagh Muhallah, Badin

Telephone: +92 (0) 0297-861306, 862102

Email: qurban.ali@fpapak.org

**Reference Sites****1)**

Organisation:	
Address:	
Contract Name:	
Location of construction works:	
Telephone No:	
E-mail Address:	
Approximate Value:	

**2)**

Organisation:	
Address:	
Contract Name:	
Location of construction works:	
Telephone No:	
E-mail Address:	
Approximate Value:	

**3)**

Organisation:	
Address:	
Contract Name:	
Location of construction works:	
Telephone No:	
E-mail Address:	
Approximate Value:	

Form of Quotation

## FORM OF QUOTATION

To: \_\_\_\_\_

We offer to execute **Services as Contactor for Construction of Family Health Model Clinic (FHMC) at District Mithi, Sindh Pakistan** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of \_\_\_\_\_ (amount in words and numbers) ( \_\_\_\_\_ ) (name of currency) \_\_\_\_\_.

ITEM	DESCRIPTION	AMOUNT (Rs.)
1	Total Value of Completion of the Project	

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Bidding Document and the Terms and Conditions of Supply, respectively.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory \_\_\_\_\_

Name of Supplier: \_\_\_\_\_

Validity of Quotation until: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number/ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

## Conflict of Interest Statement

Rahnuma: FPAP is committed to integrity in procurement and only selects suppliers based on objective business criteria such as price and technical capacity.

Rahnuma: FPAP does not tolerate fraud, collusion among Offerors, falsified proposals/proposals, bribery, or kickbacks. Any entity or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to concerned authorities.

Rahnuma: FPAP employees are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Rahnuma: FPAP employees engaging in this conduct are subject to termination.

By signing this certification, the Offeror agrees to;

- Disclose as part of the proposal submission any close, familial, or financial relationships with FPAP staff. For example, the Offeror must disclose if a Offeror's mother conducts volunteer trainings for FPAP.
- Disclose as part of the proposal submission any family or financial relationship with other Offerors submitting proposals. For example, if the Offeror's father owns a company that is submitting another proposal, the Offeror's must state this.
- Certify that the prices in the proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other Offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to FPAP prohibitions against fraud, bribery kickbacks and safeguarding.

Please contact FPAP Regional Director, Abdul Qayum e-mail address [abdul.gayoom@fpapak.org](mailto:abdul.gayoom@fpapak.org) for any questions or concerns regarding the above information or to report any potential violations.

Signature: \_\_\_\_\_

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

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_



## Due-Diligence Requirements Form

IPPF may request at any time for copies of policies, and evidence of processes where required to meet the Department for International Development – UK aid (DFID) Supply Partner Code of Conduct and to fulfil due diligence checks for our subcontractor's.

A copy of DFID's Supply Partner Code of Conduct is provided as part of this tender (Appendix 3) and can be found by following the link below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/750988/Supply-Partner-Code-August-2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/750988/Supply-Partner-Code-August-2018.pdf)

<b>Policies or Procedures</b>	<b>Yes</b>	<b>No</b>
a) Value for Money and Governance		
b) Ethical Behavior		
c) Transparency and Delivery Chain Management		
d) Environmental Issues		
e) Terrorism and Security		
f) Safeguarding, Social Responsibility and Human Rights		
g) Please confirm that you are committed to following best practice procedures relating to the above		

It is important that bidders carefully read and understand DFID's Supply Partner Code of Conduct, and the required compliance level that may apply to them.

**Compliance Level 1** - value £1m or above, or two or more contracts with a combined value of £5m or above

**Compliance Level 2** - value below £1m, or two or more contracts with a value of less than £5m

**Compliance Level 3** - value below EU contracting threshold **£181, 302**. Supply Partners that fall into this level, are required to adhere to the overarching code principles and recognize, mitigate and manage risks. These Supply Partners will not be monitored against the DFID's Code of Conduct

Please indicate by selecting **YES** or **NO** if your organization has documented policies or evidence of your internal procedures for the following matters.

**Note: Compliance Level 3 supply partners are required to only complete section g**

**Certification**

This is to certify that we ..... hereby confirm compliance with the DFID Supply Partner Code of Conduct.

Where the contract falls under compliance level 1 or 2, we also confirm to be able to provide the documents required by DFID for compliance level 1 or 2.

This form is to be completed by a duly authorized signatory who has full and formal legal authority to enter into any business with IPPF that results from this tender.

Signature:	
Title:	
Name:	
Date:	

