



Invitation To Bid

Reference # RSPN/DAFPAK/ITB/2024/023

Date: 21-Nov-2024

The Rural Support Programmes Network (RSPN) invites sealed bids for the supply of the following Medicines & General items/products under its project titled “Delivering Accelerated Family Planning in Pakistan (DAFPAK)”:

S.No.	Item Description	Unit	Tentative Quantity per month	Discount %age Offered (To remain constant for at least 06 months)	Manufacturer Retail Price (MRP) (Per Unit) PKR	Discounted Price (Per Unit) – PKR
01	Item Name: Panadol Packaging: 20 strips per Pack. Each strip shall contain 10 tablets. Manufacturer: Glaxosmith Kline (GSK)	Pack	300			
02	Item Name: Qalsium-D (Calcium Tablets) Packaging: Each bottle shall contain 40 tablets Manufacturer: Glaxosmith Kline (GSK)	Bottle	1500			
03	Item Name: Panadol Syrup Packaging: 120 ml Bottle Manufacturer: Glaxo Smith Kline	Bottle	1500			
04	Item Name: Nisa Hair Removal Cream Packaging: 60 ml tube Manufacturer: New Trend Industries	Tube	1500			
05	Item Name: Fighter (Mosquito Coil) Packaging: 10 coils per Pack Manufacturer: EM	Pack	1500			

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06	Item Name: Vital Tea (Black Tea) Packaging: 85 gm Pack Manufacturer: Vital Group	Pack	1500			
07	Item Name: Tapal Danedar (Black Tea) Packaging: 85 gm Pack Manufacturer: Tapal Tea	Pack	1500			
08	Item Name: Supreme (Black Tea) Packaging: 85 gm Pack Manufacturer: Lipton	Pack	1500			
09	Item Name: Bona Papa Baby Magic (Diaper) Size: 1 Packaging: 50 pcs Pack Manufacturer: Procter & Gamble	Pack	900			
10	Items Name: Cerelac 3 fruit (Instant Cereals) Packaging: 350 gm Pack Manufacturer: Nestle Global	Pack	900			
11	Item Name: Chicken Biryani (Chicken Biryani Masala) Packaging: 55-60 gm Pack Manufacturer: Shan Foods	Pack	1500			
12	Item Name: Korma Masala Packaging: 50 gm Pack Manufacturer: Shan Foods	Pack	1500			
13	Item Name: Iodized Refined Salt Packaging: 800 gm Pack Manufacturer: National Foods	Pack	1500			
14	Item Name: Cinnamon Toothpaste Packaging: 70 gm Tube Manufacturer: Shield	Tube	1500			
15	Item Name: Flex Adult Toothbrush with	Nos.	1500			

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	Ergonomic Thumb Grip Manufacturer: Shield					

Notes:

1. The bidder must specify the discount percentage offered for each item in their bid submission. The average discount percentage (off the retail price) across all items must not be less than **20%**. Bids not meeting this minimum discount requirement will be considered non-compliant and may be rejected.
2. The Market Retail Price (MRP) to be mentioned shall be the price set by the manufacturer.
3. The quantities provided in this tender are **tentative** and are intended solely for the purpose of enabling bidders to estimate the potential volume of the procurement. These quantities are not guaranteed and may vary depending on actual requirements.

Submission of bid:

Eligible bidders shall submit their bids in sealed envelope(s) by hand or through courier to:
Procurement Section
Rural Support Programmes Network (RSPN)
3rd Floor, IRM Complex, Plot # 7, Sunrise Avenue (off Park Road), Near COMSATS University,
Islamabad, Pakistan

not later than 1630hrs (PST) on Thursday, 12th December, 2024.

- i) Any bid received by RSPN after the deadline prescribed above shall not be entertained and will be returned unopened to the bidder.
- ii) The name and mailing address of the bidder shall be clearly marked on left hand side of the envelope. Also, the Reference # RSPN/DAFPAK/ITB/2024/023 shall be clearly written on the top right corner of the envelope.
- iii) The bidder must propose a discount percentage/price for all items/entire lot. Partial bids will not be accepted. Submission of two or more bids for a single lot will lead to disqualification.

1. Bid Security

Bidder must provide a bid security, equal to PKR 100,000/-, in the form of a bank in favor of “Rural Support Programmes Network (RSPN)”. The bid security will be released to unsuccessful bidders once the bidding procedure is completed and to the successful bidder(s) upon signing of

agreement. The bid security may be called upon if the successful bidder(s) does not fulfil its obligations.

2. Validity of Bid

A bid must remain valid for a minimum period of 45 days from the bid submission deadline. Bids offering a validity period shorter than the required period will be deemed non-compliant and will be rejected.

3. Award Criteria

Discount Percentage

4. Bidder's Eligibility Criteria:

The bidder fulfilling the following criteria shall be considered eligible:

- i) Is registered/ incorporated under the laws of Pakistan;
- ii) Has valid National Tax Number (NTN);
- iii) Has applied for complete lot of goods and submitted the bid security;

5. Documents to be submitted:

The following documents shall be made part of the bid. Failure to provide these requirements/documents shall lead to disqualification of the bidder.

- i) NTN certificate.
- ii) The bidder shall provide the discount percentage/price, as per the Price Schedule (attached as Annex - I), on the company's letterhead. This shall be duly signed and stamped by the bidder.
- iii) Bid Security as required in the section 1 above.

6. Language of Bid:

The bid and all documents/correspondence relating to the bid shall be submitted in English language.

7. Bid Prices:

- i) The bidder shall fill in rates and prices for all items in the given format "Price Schedule- Annex-I".
- ii) The overall bid price shall be inclusive of all taxes, duties, levies, insurance, freight, transportation and delivery charges etc.
- iii) The quoted price shall be best, final, fixed and valid until completion of all obligations of the bidder.

- iv) Bidders are advised to ensure that all unit prices and total prices are consistent. In the event of any discrepancy between the unit price and the total price specified in the bid, the unit price shall prevail and the total price will be re-computed by RSPN for the evaluation purpose.
- v) Bidder shall be responsible for ensuring that all tax calculations are correct and conform to applicable tax regulations. If discrepancies are found, RSPN reserves the right to adjust the bid prices based on the corrected tax calculations for evaluation purpose. Errors or omissions in tax calculations may result in the bid being deemed non-compliant or rejected.
- vi) In case a bidder claims any tax exemption, the bidder must submit a valid tax exemption certificate or other relevant documentation along with the bid. The certificate should clearly state the nature and scope of the exemption. RSPN reserves the right to verify the validity of the exemption certificate. Failure to provide the required certificate may result in the bid being considered non-compliant.

8. Quality of Supplies:

- i) All supplies shall be delivered strictly in compliance with the minimum specifications/standards described above or as amended in accordance with the terms of the bid documents. RSPN shall, in no case, accept any supplies below the given specifications/standards and shall have the right to ask the bidder to replace such supplies. If the bidder fails to deliver as per the given specifications/standards, RSPN shall have the right to forfeit payments for such part of the supplies.
- ii) In case any supply / material is found not in conformity with the specifications provided in the bid, either on account of inferior quality, defective workmanship, faulty design, faulty packing or is short supplied, or wrongly supplied, the supplier shall replace the same free of charges.

9. Delivery of Supplies:

- i) Delivery shall be made within ten (10) days of issuance of the Purchase Order, unless otherwise agreed upon.
- ii) All the expenses incurred during the transportation of supplies will be the responsibility of supplier/bidder;
- iii) Addresses of the places of delivery will be conveyed at the time of signing of Purchase Order.

10. Payments:

Payments by RSPN will be made through online banking within two weeks upon submission of valid invoice and after successful delivery & acceptance of goods. Taxes will be deducted as per applicable law.

11. General Conditions:

- i) RSPN, cannot under any circumstances or for any reason whatsoever, be held liable for damage or injury by the staff or property of the bidder while the action is being carried out or as a

consequence of the action. RSPN cannot, therefore, accept any claim for compensation or increases in payment in connection with such damage or injury;

- ii) RSPN reserves the right to increase or decrease the quantity of item(s), if required;
- iii) RSPN reserves the right to accept or reject any part or entire bid without assigning any reason;
- iv) The bidder shall investigate and consider all factors in the preparation of the bid. The bidder shall be deemed to have satisfied itself fully before submitting the bid as to the correctness and sufficiency of its bids for the bid price to cover all obligations. No adjustment in the bid price and/or time schedule, except for those arising from an increase in quantity on the demand and approval of the RSPN, shall later be allowed.
- v) For any clarifications or inquiries related to this ITB, the applicant shall contact us through email at procurement@rspn.org.pk
- vi) All queries shall be addressed in writing only;
- vii) The tenderers shall nominate their authorised representatives to whom all communications during the tender process shall be addressed. The tenderers shall provide in their tenders the name, title, contact number (landline, mobile), fax number and e-mail address of their authorized representatives.
- vi) RSPN shall not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of the bids.

Price Schedule:

Terms:

- i) The prices/rates in **Pak Rupees** shall be offered in the table given below.
- ii) The bid price shall be quoted inclusive of all taxes, duties, levies, insurance, freight, transportation and delivery charges etc.
- iii) The items quoted shall be new in all respect.
- iv) The bidder must specify the discount percentage offered for each item in their bid submission. The average discount percentage (off the retail price) across all items must not be less than 20%. Bids not meeting this minimum discount requirement will be considered non-compliant and may be rejected.
- v) The Market Retail Price (MRP) to be mentioned shall be the price set by the manufacturer.
- vi) The quantities provided in this tender are tentative and are intended solely for the purpose of enabling bidders to estimate the potential volume of the procurement. These quantities are not guaranteed and may vary depending on actual requirements.

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