

PUNJAB POPULATION INNOVATION FUND

Tender Document

**“Supply of Food Items for Training Sessions at Four
Districts of Punjab”**

Oct, 2021



Submission Date for Sealed Bids: 28th October, 2021 (11:00 am)

125 Abu Bakar Block, New Garden Town, Lahore Pakistan

Phone: +92-42-99231190-92

<u>Table of Contents</u>	<u>Page No</u>
1-Invitation to bids	2
2-Instruction to bidders	2
3-Conditions for eligibility	2
4-Scope of job	2
5-Terms of Reference	3
6-Guidelines	3
7-Estimated Cost	4
8-Financial Proposal	4
9-Financial Evaluation	4
10-Type of Contract	5
11-Declaration	5
12-Submission of Bids	5
Annexures	7
Annex – A	7
Annex – B	8
Annex – C	9
Annex – D	10
Annex – E	11

1- Invitation to bids

Punjab Population Innovation Fund (PPIF) is a section 42, not-for-profit Public Sector Company set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed bids/proposals will be invited from Suppliers (hereafter called as bidders) fulfilling the criteria provided under the heading “Condition for eligibility”, for providing food items for training sessions for one of its undergoing project at District Chakwal, Jhang, Kahrur Pakka (Lodhran) and Chunnian (Kasor). All interested and eligible bidders are requested to go through complete document and provide the required information and documents mentioned in this document.

2- Instruction to bidders

The selection of supplier agency/company will base on Least Cost Selection method. PPIF will adopt single stage one envelope bidding procedure.

The bid shall be a single package, containing the financial and the technical proposals. In the first instance, the eligibility conditions will be checked. If all eligibility conditions are met then financial bid amount will be considered.

Any firm not confirming to eligibility conditions will not be considered for financial bid amount.

3- Conditions for eligibility

The successful bidder, fulfilling the following criteria, will be considered as eligible bidder for the bidding process of providing Items;

- a) Income Tax (NTN) Registration (copy required)
- b) General Sales Tax (GST) Registration
- c) Minimum One year experience as general order supplier for providing food/kitchen items. (Copies of work order required).
- d) Bidder is not blacklisted by any Government / Semi Government entity.

Kindly fill the annexure – B for above mentioned criteria and also fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

Annex – A:	Organization Information
Annex – B:	Eligibility Response Checklist
Annex – C:	Scope of Job
Annex – D:	Financial Evaluation/Costing Form

And also sign the declaration form at the end of document and attach with your other documents.

4- Scope of job

- a) Specifications of required food items are provided in Annexure – C. Tentative monthly requirement for two months is provided in scope of job which can be increase or decrease depending upon consumption.
- b) Contractor will provide the required items within agreed time after the issuance of purchase order. All items must be delivered at provided addresses of four districts.
- c) Contractor will ensure quality of supplied items (brand, material, packing etc.) otherwise all items will be returned to the contractor and purchase order will be cancelled.

5- Terms of Reference

To provide food Items, the contractor will agree on following terms of references:

- a) Rates quoted should be in Pak. Rs. inclusive of all applicable taxes and delivery charges to four districts as per given addresses.
- b) PPIF will issue the purchase order for the supply of required items on requirement basis. Initial tentative quantity is provided in Annex-D. Quantity at Annex-D is for two months only. After two months items may not be required.
- c) Most probably supply on monthly basis will be sent to district.
- d) Delivery will be done at provided addresses of Chunian, Kahrora Pakka, Chakwal and Jhang and must be completed before 1st Nov, 2021.
- e) PPIF reserves the right to increase or decrease the total number of Items as per the requirement during the contract period.
- f) Income tax and 1/5th of GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
- g) In case of any dispute regarding quantity, quality of items and specification, the decision of the PPIF shall be final & binding.
- q)
- r) The payment for the provision of Items will be made after the successful delivery of required items as per PPIF rules.
- s) All food items must have minimum 5-6 months expiry date at the time of supply. If any item found expired at the time of delivery, no payment will be made for those items.
- t) All food items must be of quoted brand and quality. Any item other than that will not be accepted.
- u) Any counterfeited food item of mentioned brand will also be rejected and no payment will be made for those items.

6- Guidelines

- a) Only short-listed applicants fulfilling the eligibility criteria will be considered for financial bid amount.
- b) All documents and information received by PPIF from applicants will be treated in strictest confidence.
- c) Documents submitted to PPIF will not be returned.

- d) All expenses related to participation in this tender document shall be borne by the applicants.
- e)
- f) The closing date and time for receipt of technical proposal and financial proposal is 28th Oct, 2021 (**11:00 am**) and will be opened on same day i.e. 28th Oct, 2021 at 11:30 am in the conference room PPIF Lahore Office, in the presence of the interested bidders or their representatives who may wish to attend.
- g) Proposals received thereafter will not be accepted.
- h) PPIF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- i) PPIF reserves the right to verify any information provided by the applicants.
- j) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB **20th Oct, 2021**. For any other related information please contact the undersigned.

Postal Address

Procurement Associate

shoib.manzoor@ppif.org.pk

PUNJAB POPULATION INNOVATION FUND
125, Abu Bakar Block, New Garden Town, Lahore
Phone: +92-42-99201190-92
Fax: +92-42-99231123

7- Estimated Cost

Estimated cost of supply of food items is PKR 403,200 (inclusive of all taxes).

8- Financial Proposal

Put bid price of each item in costing sheet of annexure – E. The financial proposal must contain the cost of required items separately.

- i. The given financial proposal forms should be used for submitting cost estimates.
- ii. Applicable taxes should be mentioned separately against bid price where applicable.
- iii. Any bidder can bid for any/several/all items

9- Financial Evaluation

The financial proposals of only eligible bidders will be considered. Financial bid evaluation will be done on the basis of lowest evaluated bid price given in annexure - E. Evaluation will be done by comparing lump sum cost.

10- Type of Contract

Tentative requirement is provided in Annex-D which can be increase or decrease depending upon consumption. The type of contract will be rate contract which will based on unit bid price of each item that includes but not limited to terms of references. Initially, PPIF will offer a rate contract to the successful bidder which may be extended for further term/terms if mutually agreed by both parties (bidders and PPIF). Extension of contract will be on same cost and TORs under Punjab Procurement Regulatory Authority rules 2014.

11- Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

12- Submission of Bids

Complete bid containing technical and financial proposal along with CDR of PKR 20,160/- (5% of estimated cost); all required information and documentary evidences may be submitted before 11:00 am on 28th Oct, 2021. Technical proposals will be publically opened on the same day i.e. 28th Oct, 2021 at 11:30 am in the presence of bidder's representatives who wish to attend it. CDRs of disqualified bidders will be returned after award of contract.

Cover Letter for the Submission of Technical Proposal and Financial Proposal

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Data Sheet]

Re: Technical Proposal and Financial Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal and financial proposals including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

Important Note: The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PPIF shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The bids should be submitted in sealed envelope clearly mentioning the title of procurement.

One person one bid: In any procurement, one person may submit one bid and if one person submits more than one bids, the procuring agency shall reject all such bids.

Annexures

Annex – A

ORGANIZATION INFORMATION			
S #	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
	General Sales Tax Number		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
		Sole Proprietor	
		Others (Please specify)	
6	Name and designation of 'Head of Company'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

ELIGIBILITY RESPONSE CHECKLIST			
Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Mention National Tax Number (NTN) or General Sales Tax Number (GST) in the name of Organization and provide a copy of registration	National Tax Number (NTN)	
		General Sales Tax Number (GST)	
4	Minimum One year experience as general order supplier for providing food/kitchen items. (Copies of work order required)		Copies are attached
			Copies are Not attached
	Bidder is not blacklisted by any Govt or semi Govt entity.		

SCOPE OF JOB

Sr.	Item	Specification
1	Potato Chips Packed	Salty Potato Chips, Min 12 grams pack, (Lays or equivalent)
2	Potato Chips Pack	Salty Chips Pack, Min 65 grams, (Lays or equivalent)
3	Biscuits	Half Roll pack, (Sooper/Digesive or equivalent)
4	Juice Box	Mango/Orange flavour, min 250 ml (Country/Shezan or equivalent)
5	Cold Drink	Black or white flavour, Disposable bottle, 250-350ml (Pepsi/Coca cola or equivalent)
6	Wafer Chocolate	15-20 grams each, wafer based with chocolate coating, (Perk or equivalent)
7	Nimko	Mix nimko, 30-50 gram branded packing,
8	Cup Cake	Pakistan made packed cup cake, chocolate/vanilla flavor, (Halal or equivalent)

Note: Quantities may vary (increase or decrees), however prices shall be on the basis of unit.

Annex – D

Sr.	Item	Specification	Required Quantity for 2 months for 4 districts
1	Potato Chips Packed	Salty Potato Chips, Min 12 grams pack, (Lays or equivalent)	960+960+960+960
2	Potato Chips Pack	Salty Chips Pack, Min 65 grams, (Lays or equivalent)	60+60+60+60
3	Biscuits	Half Roll pack, (Sooper/Digesive or equivalent)	60+60+60+60
4	Juice Box	Mango/Orange flavour, min 250 ml (Country/Shezan or equivalent)	960+960+960+960
5	Cold Drink	Black or white flavour, Disposable bottle, 250-350ml (Pepsi/Coca cola or equivalent)	60+60+60+60
6	Wafer Chocolate	15-20 grams each, wafer based with chocolate coating, (Perk or equivalent)	60+60+60+60
7	Nimko	Mix nimko, 30-50 gram branded packing,	60+60+60+60
8	Cup Cake	Pakistan made packed cup cake, good quality (Halal or equivalent)	60+60+60+60

All items are not mandatory to be purchased by PPIF. PPIF may skip any item(s) from above list.

Quantity may be increased or decreased as per requirement.

Addresses for Delivery of items

Chunian-Kasur: Family Planning Centre, Tehsil Office, Rakh Jok Road, Near Government Primary School No. 03, Chunain

Chakwal: Family Health Clinic, DHQ Hospital Chakwal

Jhang: Family Health Clinic, Civil Hospital near DHO Office, Jhang

Kehror-Pecca, Lodhran: Family Health Clinic, Tehsil Head Quarter Hospital, kehror-Pecca, Lodhran

Annex - E

FINANCIAL BID FORM

Sr. #	Item	Brand	Single pack item weight	Unit Bid Price without GST	Unit Bid Price inclusive of all taxes
1	Potato Chips Packed				
2	Potato Chips Pack				
3	Biscuits				
4	Juice Box				
5	Cold Drink				
6	Wafer Chocolate				
7	Nimko				
8	Cup Cake				
	TOTAL				

Prices must be inclusive of all applicable taxes and delivery charges.