



WORLD WIDE FUND FOR NATURE
HEAD OFFICE, FEROZEPUR ROAD LAHORE

REQUEST FOR PROPOSAL FOR PURCHASE OF NUTRI COMPOST

1. Introduction:

WWF-Pakistan under National Competitive Bidding ("NCB") has a requirement for the services of one qualified contractor to provide services for the Supply of Nutri Compost.

2. Submission of Bids:

Bidder shall submit the Technical and Financial Proposal in Single Sealed Envelope having Clearly mentioned following:

- Title of Procurement Nutri Compost
- Purchaser Address as mention in 2.3

2.1 Only one rate should be quoted for the item and a bidder must avoid giving any alternate quote.

2.2 Quotation must be typed or written in indelible ink and should be signed by an authorized representative. Without a signature on Form of Quotation, the quotation shall not be considered further. All pages of the submitted quotation(s) where entries or amendments have been made, should be signed or initialed by the person signing the quotation.

2.3 A bidder shall submit Price Quotation, on their letterhead, duly signed, stamped by hand on Sealed envelope. The quotation should be addressed and delivered to the following official named official at the address mentioned underneath:

Purchaser's Address : **Younas Awan**
Manager Admin
World Wide Fund for Nature- Pakistan
Inside Ali Institute of Education, Ferozepur Road,
Lahore

Email : wwfadmin@wwf.org.pk

For any queries, please write to Younas Awan and Faizan Zafar

2.4. The quotation (s) should reach to authorize official, at the address indicated hereinabove, by or before **11th day of December 2023**.

3. Requirements:

The Bidder should have a proper business address and office/shop besides complying with the following eligibility requirements through documentary evidence, to be submitted along with their Quotation:

- a) Registration with Income Tax Department.
- b) Registration with Sales Tax Department.
- c) Proof of Active Tax Payer of Income & Sales Taxes.



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- d) Minimum Two Years of experience in providing similar nature of Goods

A bidder shall be selected as per the lowest evaluated responsive quotation(s) provided such bidder meets the qualification/eligibility requirements, referred to above.

4. Additional Documentations:

Following additional documents are required and would be used for **Technical/ Financial Evaluation:**

- a) Signed/Stamped copy of this RFP
- b) Technical proposal of as per Technical Specification at **Annex-A**
- c) Financial proposal with unit rates and total cost of work (Cost must be Inclusive of all taxes) or at least mention the Tax status on Prices as per **Annex-B**
- d) Company Profile
- e) Details of Item quoted

5. Validity of Bids:

Bids shall remain valid for a period of at least **60 days** from the date of submission of the quotation, which may be extended based on mutual discussion. A bid valid for a shorter period may be Consider as nonresponsive.

6. Purchaser Right:

WWF-Pakistan reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders. The Purchaser will inform the affected Bidder or bidders of the grounds for the Purchaser's action, if so requested, but the Purchaser shall not be required to justify the grounds.

6.1 Any bidder, if found engaged in corrupt or fraudulent practices (including collusion/polling will be declared ineligible either indefinitely or for a stated period of time.

6.2 WWF-Pakistan also reserves the right to increase, decrease, delete or modify quantity to be delivered before the issuance of "Purchase/Supply Order" to the "Lowest Evaluated Bidder.

Regards,

Faizan Zafar
Coordinator Supply Chain cum Implementation
OCPs WWF-Pakistan
fzafar@wwf.org.pk
0334-6798093



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Annex-A

Technical Specifications/Terms of Reference/BOQs/Designs

- i) Following are the detailed Technical Specification and TORs:

Sr. #	ITEMS	Brand	Detailed Specification
(i)	Nutri Compost or Equivalent Quantity- 10,446 bags (40 Kg each)	Qarshi Nutri Compost	Natural Leaf Manure, Rich in essential Macro and micro Nutrients, Chemical free Organic matter-42 % Nitrogen- 12 % Phosphorous- 7.5% Potassium- 0.4 %

Notes:

- i- The supplier shall make the products available at their project **districts (Barkhan (Rakhni), Khuzdar (Naal,Wadh,Zehri).**
- ii- The supplier will ensure that the products being supplied are fresh
- iii- Bidder will be responsible for fault free product and WWF-P will carry out the inspection of the items supplied. The decision of inspecting authority regarding approval or rejection of the items will be final and binding to all concerned.
- iv- **Delivery/Implementation Timelines** for this project is Approx. 20 Days from Signing of agreement



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Annex-B

Format of Financial Proposal

- i) Financial Proposal for required Goods/Services as per following details:

Sr. #	ITEMS	Unit	QUANTITIES	Unit Rate without Taxes	Total without Taxes
(i)		Nos			
(ii)		Nos			
Sub Total Without Taxes					
GST %					
Grand Total Inclusive of All taxes (DDP Basis)					

Payment Terms:

Following Payment, the terms shall be followed:

Advance Payment Upon Signing of Contract	50 %
Within 10 days of delivery of products as per quantities delivered	50 %

- The Contracts request(s) for payment shall be made to the WWF-Pakistan in writing, accompanied by an invoice, and delivery challans.
- The currency of payment is Pak. Rupees.
- All Taxes shall be Deducted as per the Laws of Government of Pakistan
- If any Exemption on Taxes . Exemption Letter shall be provided along with the Financial Proposal.