REQUEST FOR PROPOSAL
FOR
PURCHASE OF NIAB ECO SPRAY

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 NIAB Eco Spray**.

2. **Submission of Bids:**

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

   - Title of Procurement **NIAB ECO SPRAY**
   - 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:

   **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 **12th day of June 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.
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
Technical Specifications/Terms of Reference/BOQs/Designs

i) Following are the detailed Technical Specification and TORs:

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>ITEMS</th>
<th>Brand</th>
<th>Quantity</th>
<th>Detailed Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>NIAB Eco Spray or Equivalent</td>
<td>NIAB Eco Spray or Equivalent</td>
<td>4500</td>
<td>Liquid (Plants oil-based organic) Bio Pesticide, Fungicide and Miticide Spray to control sucking pests &amp; insects, and fungi related diseases. Packing in 5 Liter Can</td>
</tr>
</tbody>
</table>

Notes:

i- The supplier shall make the products available at their production site and WWF – Pakistan will transport the product to required sites.

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 45 Days from Signing of agreement
**Format of Financial Proposal**

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

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>ITEMS</th>
<th>Unit</th>
<th>QUANTITIES</th>
<th>Unit Rate without Taxes</th>
<th>Total without Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td></td>
<td>Nos</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td></td>
<td>Nos</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Total Without Taxes

<table>
<thead>
<tr>
<th>GST %</th>
</tr>
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</table>

Grand Total Inclusive of All taxes (DDP Basis)

**Payment Terms:**

Following Payment, the terms shall be followed:

<table>
<thead>
<tr>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advance Payment Upon Signing of Contract</td>
<td>70 %</td>
</tr>
<tr>
<td>Within 4 days of delivery of products as per quantities delivered</td>
<td>30 %</td>
</tr>
</tbody>
</table>

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