

Request for Quotations (RFQ)

RFQ Number: WWF-2020-June
Issuance Date: Jun 03,2020
Deadline for Offers: Jun 10,2020
Description: Procurement of 2,500 to 3,000 Ration Packs
For: COVID-19 effected households of Uthal District Lasbeela & Rakni District
Barkhan, Balochistan
Funded By: Laudes Foundation
Implemented By: WWF-Pakistan
Point of Contact: Assistant Manager Administration, WWF-Pakistan Head Office, Lahore

Section 1: Instructions to Bidders

1. With the financial support of Laudes Foundation, WWF-Pakistan through its local implementing partner (Directorate of Agriculture Extension, Balochistan) is engaged in promotion of organic agriculture in two districts of Balochistan province: Barkhan & Lasbela. The lockdown due to the COVID-19 pandemic has badly affected the livelihoods of thousands of families of the project areas whose subsistence was dependent upon the wage of their one family member. WWF-Pakistan through its project's field team has identified the most vulnerable families in the project area and intends to distribute ration packs (family ration pack including face masks) among selected families to cover their subsistence need at least for one month or so.
2. Bidders are responsible for ensuring that their offers are received by WWF-Pakistan in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.
3. **Offer Deadline and Protocol:** Offers must be received no later than **5:00 PM** Pakistan Standard Time on **June 10, 2020** by e-mail wwfadmin@wwf.org.pk with a subject line **RFQ: WWF-PAKISTAN/Procurement of Ration Packs** or reach through courier at following address.
Assistant Manager Administration, WWF-Pakistan, Ali Institute of education, Ferozepur Road, Lahore, 042-111-993-725
4. Bidders are requested to submit complete technical specification, Price, Brand, Quality and warranty in their offer.
5. **Questions:** Questions regarding the technical or administrative requirements of this RFQ may be submitted by email to admin@wwf.org.pk at least two days before the closing date. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that WWF-Pakistan believes may be of interest to other Bidders will be circulated to all RFQ recipients who have indicated an interest in bidding.
6. Only written confirmation issued by WWF-Pakistan will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of WWF-Pakistan or any other entity should not be considered as an official response to any questions regarding this RFQ.
7. **Specifications:** Section 3 contains the detailed specifications of the required items. All commodities offered in response to this RFQ must be fresh and of best quality. Please note that, unless otherwise indicated, only stated brand names or models will be acceptable.
8. **Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis; cost of transport of and staff in any must be clearly mentioned. Pricing must be presented in Pakistani Rupees. Offers must remain valid for not less than 30 calendar days after the offer deadline. Bidders are requested to provide quotations on their official quotation format or letterhead. In addition, Bidders responding to this RFQ must submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license and NTN;
 - Individuals responding to this RFQ are requested to submit a copy of their identification card.
 - Organizations or individuals responding to this RFQ are requested to furnish their bank account title as well.
9. **Delivery**: The delivery time and place of the items must be clearly mentioned in the offer.
10. **Warranty**: All goods must carry a minimum one year guarantee/expiry; wider guarantee periods is preferred.
11. **Taxes and Sales Tax**: The Purchase agreement under which this procurement is financed demands Bidders to quote Sales/Income Tax included prices.
12. **Eligibility**: By submitting an offer in response to this RFQ, the Bidder certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the Project. WWF-Pakistan will not award a contract to any firm that is debarred, suspended, or considered to be ineligible. Sub-contracting is not allowed.
13. **Evaluation and Award**: The award will be made to a responsible Bidder whose offer follows the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications specified in the Section 3 of this RFQ, and is judged to be the best value based on a lowest-price, technically-acceptable basis. Please note that:
- a. If there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. WWF-Pakistan reserves the right to waive immaterial deficiencies at its discretion;
 - b. Best-offer quotations are requested. It is anticipated that award will be made solely based on these original quotations. However, WWF-Pakistan reserves the right to conduct any of the following:
 - i. WWF-Pakistan may conduct negotiations with and/or request clarifications from any Bidder prior to award.
 - ii. While preference will be given to Bidders who can address the full requirements of this RFQ, WWF-Pakistan may issue a partial award or split the award among various suppliers, in the best interest of the organization.
 - iii. WWF-Pakistan may cancel this RFQ at any time.
 - iv. Please note that in submitting a response to this RFQ, the Bidder understands that WWF-Pakistan is not a party to this solicitation and the Bidder agrees that any protest hereunder must be presented in writing with full explanations as WWF-Pakistan will not consider protests regarding procurements carried out by implementing partners. WWF-Pakistan, at its sole discretion, will make a final decision on the protest for this procurement.
- 14. Terms and Conditions**: This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate WWF-Pakistan to make an award or pay for costs incurred by potential Bidders in the preparation and submission of an offer. Furthermore, this solicitation is subject to WWF-Pakistan’ standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:
- a. WWF-Pakistan’s standard payment terms are net 30 days after receipt and acceptance of any commodities or deliverables or otherwise agreed during award. Payment will only be issued to the entity submitting the offer in response to this RFQ and identified in the resulting award; payment will not be issued to a third party.
 - b. Any award resulting from this RFQ will be firm fixed price, in the form of a purchase order.

- c. The title to any goods supplied under any award resulting from this RFQ shall pass to WWF-Pakistan following delivery and acceptance of the goods by WWF-Pakistan. Risk of loss, injury, or destruction of the goods shall be borne by the Bidder until title passes to WWF-Pakistan.

Section 2: Offer Checklist

To assist Bidders in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

1	Official quotation, including specifications of offered equipment.
2	Copy of Bidder's registration or business license.

Section 3: Specifications and Technical Details

The table below contains the technical requirements of the commodities/services.

S.N	Item Name	Qty & Specs of One Rathan Pack
1	Daal Channa	1 kg (Quality Brand)
2	Daal Masoor Washed	1 kg (Quality Brand)
3	Daal Moong Washed	1 kg (Quality Brand)
4	Daal Maash	1 kg (Quality Brand)
5	Basmati Rice	5 kgs pack (Super Kernal)
6	White Sugar	3 kgs pack (Quality Brand)
7	Surf	2 kgs pack (Excel)
8	Soap	5 pcs pack (Lifebuoy Antibacterial, 115 gms)
9	Tea Leaf	190 gms (Lipton)
10	Cooking Oil	5 Ltrs (Dalda)
11	Lemon Max Bar	3 pcs pack (Quality Brand, 95 gms)
12	Iodized Salt	500 gms pack (National)
13	Wheat Floor	20 kgs Bag (Quality Brand)
14	Bag/Box (For Packaging of all Items in one Without Fluor)	Polypropylene (recyclable) or Cardboard box with colour printing of Logos & message
15	Mask	Surgical, Green Fabric, 3 Layers-China Made (10 pcs Pack)
16	Transportation delivery	1000 to 1250 ration packs to Uthal, District Lasbeela
17	Transportation delivery	1500 to 1750 ration packs to Rakni, District Barkhan