

TERMS OF REFERENCE (TOR)

For

PROCUREMENT, DELIVERY AND DISTRIBUTION OF WATER BOTTLES AT FARASH TOWN, ISLAMABAD AND JAMES TOWN, RAWALPINDI UNDER THE AUSTRALIA-PAKISTAN WATER SECURITY INITIATIVE (APWASI)

WWF-Pakistan intends to hire the services of a reputable vendor for procuring, branding, supplying and distributing water bottles at Farash Town Islamabad and James Town, Adiyala Road Rawalpindi under the Australia-Pakistan Water Security Initiative (APWASI) project.

The vendor is required to provide the following services:

1. Procurement of 3500 water bottles (specifications mentioned below)
2. Supply and distribution of water bottles including engraved handles (picture below)
3. Procurement and fixing of caps and branding shall also be included with each bottle

Detailed specification and required information are provided below:

Sr. No.	Description	Details
1.	Number of bottles	3500
2.	Volume of bottle	19 / 20 liters each
3.	Material of bottle	Poly Carbonate (PC) material / food grade
4.	Weight of bottle	790 grams (minimum)
5.	Caps / closure material	PET
6.	Engraved handles material	Poly Carbonate (PC) material / food grade
7.	Color of water bottles	Transparent
8.	Branding on bottles	Required branding (logos) shall be provided by WWF [One Australian identifier and one WWF logo]

Distribution plan:

3000 bottles at household level across 45 streets in Farash Town.

500 bottles at household level in James Town.

Note: Transportation, tax and all other labor charges must be included in financial proposal / quotation

Interested companies/contractors meeting the following criteria should respond and submit the proposal in a sealed envelope to:

Younas Awan

Manager Administration WWF-Pakistan

Inside Ali Institute of Education, Ferozepur Road, Lahore

For any queries, please write to shrivzi@wwf.org.pk, habbasi@wwf.org.pk or fanadeem@wwf.org.pk

Deadline for submission of proposal is 12th October 2022.

Period of Contract

The duration of the project is 1.5 months.

Required Qualification

- Minimum of 5 to 7 years relevant experience in manufacturing / procuring of all types of PC/PET bottles and rigid plastic packaging products
- Material should be in accordance with Halal Food Standards
- ISO 9001 / 2000 Certificates / local and international standards (if any)
- Be able to demonstrate working ability under the COVID-19 (Corona Virus) circumstances as per the work guidelines issued by the Government of Pakistan
- Should be able to follow all the required Health, Safety and Environmental (HSE) protocols, as specified under the WWF-Pakistan HSE safeguard policy.
- Should adhere to WWF-Pakistan's Environmental and Social Safeguards Framework (ESSF)

Proposal Submission Requirement

Interested firms shall submit a financial proposal / quotation according to specifications mentioned in above table

Profile of firm including but not limited to following;

- Covering Letter;
- Copy of Company Registration Certificate;
- Copy of valid NTN Certificate;
- Copy of valid Sales Tax Registration Certificate (if applicable);
- Copies of certificate of professional / technical association;
- Complete Profile / Introduction of Organization (including name of Chief Executive, Partners, Professionals, etc.);
- Experience certificates if available;
- Financial Soundness Proof (Bank Reference or Bank Statement or Audited Report / Accounts);
- Copy of any international / local affiliation (if any);

