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:

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

**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 shrizvi@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);