**Tender Dossier**

**Development of PPE material Under the TVET Sector Support Programme**

The TVET Sector Support Programme, funded by the European Union, the Federal Republic of Germany and the Royal Norwegian Embassy. The Programme is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close collaboration with the National Vocational & Technical Training Commission (NAVTTC) and a number of public and private sector organizations at national and provincial/regional levels.

**Purpose:**

Produce high quality 65 GSM Personal Protection Equipment for front line workers (Doctors, Nurses & Police) during COVID 19 Pandemic.

**Objective:**

Provide employment opportunity to youth in Karachi under the TVET Sector support programme.

**Disclaimer**

This document has been produced with the technical assistance of the TVET Sector Support Programme, funded by the European Union, the Federal Republic of Germany and the Royal Norwegian Embassy. The Programme has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and is being implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close collaboration with the National Vocational and Technical Training Commission (NAVTTC) as well as provincial Technical Education and Vocational Training Authorities (TEVTAs) and private sector organizations, this tender is being produced by Charter For Compassion Society of Pakistan under HumQadam project developed to support vocational training for the youth.

**List of Acronyms**

|  |  |
| --- | --- |
|  |  |
| CfC | Charter for Compassion Society of Pakistan |
| SPPRA | Sindh Public Procurement Regulatory Authority |
| WHT | Withholding Tax |
| GST | General Sales Tax |
| NGO | Non-Governmental Organization |
| PPE | Personal Protection Equipment |

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**CHARTER FOR COMPASSION SOCIETY OF PAKISTAN**

**Reference # D/Tender/2020/01** Dated: 22-07-2020

**TENDER NOTICE**

**PROCUREMENT OF PERSONAL PROTECTION EQUIPMENT MATERIAL**

Bids are invited on prescribe document for supply of mentioned below items from the firm of repute registered with the Sales Tax, Income Tax, SRB Authorities. Further details of items, quantity and the terms and conditions are contained in the bidding document.

Bidding documents should be dropped in the “Tender Box” kept in the office of Purchase Office on 13-08-2020 at 12:00 PM (Pakistan Standard Time) at CfC Pakistan’s office -Suite Number 108, Cotton Exchange Building, I. I. Chundrigar Road, Karachi. The bids will be opened on 17-08-2020 at 03:00 PM (Pakistan Standard Time) in the presence of suppliers/vendors/contractors or their authorized representatives. Bidders will be notified about the results in due time.

|  |  |  |
| --- | --- | --- |
| Lot. No. | Supply of Material | Specification |
| 01 | Personal Protection Equipment Material for 50,000/= Pieces | 65 GSM |

**Terms & Conditions:**

* The Procuring Agency may reject all bids at any time prior to the acceptance of a bid under S.P.P., Rules, 2010.
* 2% Bid Security should be deposited on the total cost of the quoted amount with the bidding documents in shape of Pay order drawn in favor of “**Charter for Compassion society of Pakistan**”.
* Copies of the Sales Tax Registration and NTN are to be attached with the bidding documents.
* The quoted rates shall be inclusive all applicable Govt. Taxes and charges.
* Rates shall be quoted in Pak Rupees. The bids shall be evaluated on the Lowest evaluated bid in terms of value for Money. As per specification mentioned in the bidding document.
* The rates to be quoted shall be filled in the bidding documents mandatorily.
* The successful bidders who fail to execute the contract shall be liable to forfeiture of their bid security as penalty.
* Bids must specify all details according to the tender text.
* Tender Pack can be downloaded from [www.charterforcompassion.org.pk](http://www.charterforcompassion.org.pk) or by sending an email to info@charterforcompassion.org.pk and contact number 0213-2463931
* Procurement method shall be based on Single Stage – One Envelope Procedure as per Rule 46 (1) of Sindh Public Procurement Regulatory Authority (SPPRA).
* In case of any holiday or disturbance the bid shall be opened on the next working day as per the same schedule.

**Purchase Officer**

**CHARTER FOR COMPASSION SOCIETY OF PAKISTAN**

**Letter of Invitation to Tender**

**Tender ref: D/Tender/2020/01**

Dear Sir/Madam,

**Subject: Invitation to Tender**

This is an invitation to tender for the above-mentioned subject. Please find enclosed the following documents, which constitute the tender package:

**A.** Technical Specifications

**B.** Instructions to tenderers (ITB

-Annex i +ii **Technical specifications** + **Technical offer**

-Annex iii **Financial Offer**

Further information

-Annex iv **Declaration**

We look forward to receiving your tender on or before **13-08-2020** at **12:00 PM** at the address specified in the tender dossier.

Your tender bid must include the following documentation, please use the list below as a ‘Checklist’ before submitting your tender to Technical Specification

* Financial Offer
* Signed Tenderers Declaration
* Copy of the NTN (or copy of CNIC)
* Completed ‘Tenderers Relevant Experience Forms
* List of Current Clients. (or Two references)
* Sample of the material in an A4 size envelope.

Bids must be submitted in sealed envelopes, marked **“TENDER “not to be opened before** “**17-08-2020** at **03:00 PM**” and should bear the tender reference number specified above on the outside of the envelope for identification purposes.

Yours sincerely

Procurement committee, CfC Pakistan

**Instructions to Tenderer**

1. Supplies to be provided

**Lot-PPE Material for 50,000 Pieces.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Lot-PPE Material for 50,000 Pieces.** | | | | | |
| **S.No.** | **Description of Item** | **Specification** | **Unit** | **Quantity** | **Reference Picture** |
|  | Personal Protection Equipment (Free size) Material | 65 GSM Non-Woven Material in white color | 1 | 50,000 |  |

**Instruction to Tenderers**

1. **Delivery Locations**,
   1. reserves the rights to reject any quotation or all Quotation without any reason
   2. reserves the right to terminate the contract or withdraw the contract before time period without any justification.
   3. Above mentioned item must comply fully with the technical specifications set out in the tender package and conform in all respects with the quantities and specifications.
   4. For material a certificate must be provided confirming the specifications
   5. The specifications should be clearly mentioned in the technical proposal.
   6. Tenderers are not authorized to tender for a variant solution in addition to the present tender.
   7. The delivery should be made within 20 days of issuance of the order.

**Tender Timetable**

|  |  |  |
| --- | --- | --- |
| **Tender Activities** | **Date** | **Time** |
| Tender Notice Publication | 22-07- 2020 | 9:00 AM |
| Last date on which clarifications are issued by the authority if any | 07-08-2020 | 4:00 PM |
| Deadline for submission of tenders | 13-08-2020 | 2:00 PM |
| Tender opening session | 17-08-2020 | 3:00 PM |
| Notification of award to the successful  Tenderer | Will confirm through the  Email or Letter |  |
| Signature of the contract | Will confirm through the  Email or Letter |  |

**B. Instructions to tenderers**

**Exclusion from participation**

Tenderers must have to certify in a declaration that they are not in one of the following situation

• They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

• They have been convicted of an offence concerning their professional conduct by a judgment;

• They have been guilty of grave professional misconduct proven by any means;

• They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of country where the contract to be performed.

• They have been subject of a judgment which has the force of resjudicate for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the communities’ financial interest

**Exclusion from award of contract**

Contracts may not be awarded to tenderers which during the procurement procedure:

(a) Are subject to a conflict of interest;

(b) Are guilty of misrepresentation in supplying the information required as a condition of participation in the contract procedure or fail to supply this information.

These terms refer to all nationals of the above states and to all legal entities, companies or partnerships effectively established in the above states. For the purposes of proving compliance

with this rule, tenderers being legal persons, must present the documents required under that country’s law.

The eligibility requirement detailed in sub clauses 3.1 and 3.2 applies to all members of a joint venture/consortium and all subcontractors, as well as to all entities upon whose capacity the tenderer relies for the selection criteria. Every tenderer, member of a joint venture/consortium, every capacity-providing entity, and every subcontractor providing more than 10 % of the supplies must certify that they meet these conditions. They must prove their eligibility by a document dated less than one year earlier than the deadline for submitting tenders, drawn up in accordance with their national law or practice or by copies of the original documents stating the constitution and/or legal status and the place of registration and/or statutory seat and, if it is different, the place of central administration. The Charter for Compassion Society of Pakistan may accept other satisfactory evidence that these conditions are met.

To be eligible and to take part in this tender procedure, tenderer must prove to the satisfaction of the CfC Pakistan that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively.

**2. Type of Contract**

Supply Contract

1. **Currency**

Tenders must be presented in Pak Rupees

1. **Lots**

The Bidder can submit bids for complete lot.

1. **Period of validity**

3.1 Tenderers will be bound by their tenders for a period of 30 days from the deadline for the submission of tenders.

3.2 In exceptional cases and prior to the expiry of the original tender validity period, the CfC Pakistan may ask tenderers in writing to extend this period by 15 days.

3.3 The successful tenderer will be bound by its tender for a further period is added to the validity period of the tender irrespective of the date of notification.

1. **Language of Tenders**

4.1 The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the must be written in the language of the procedure, which is English.

1. **Sample: A sample should be given in an A4 size envelope.**
2. **Contents of Tenders**

Failure to fulfill the below requirements will constitute an irregularity and may result in rejection of the tender. All tenders submitted must comply with the requirements in the tender package and comprise:

**Part 1: Technical offer:**

• Tenders must have to- complete the technical offers on the Annexed format “Technical Bid Form”. Tender received without technical bid will be treated as rejected. Tenderers may use their letter head for technical bid form.

• Delivery to mentioned Charter for Compassion Pakistan’s head office in Karachi.

• Copy of NTN & Sales Tax (and other registration if any)

• Delivery time period must be mentioned in bid

• Offer validity 60 days

• Having relevant business

• Bank statements

• Turn-over of at least last three years

**Part 2: Financial offer:**

Financial Offer:

• Tenderers must have to use the annexed “Financial bid form” for completing their financial offer. A financial offer must be calculated on the basis of GSM provided material. Tenderers may use their letter head or an excel sheet with logo for the financial Bid.

• Rates must be inclusive of all applicable taxes.

• Charter for Compassion Pakistan’s payment terms conditioned after completion of delivery within two weeks after receipt of original invoice (and other documents if so)

Part 3: Documentation:

• The Bid security (tender guarantee), for 2% of the total tender value in shape of demand draft/pay order/call deposit in the name of Charter for Compassion Society of Pakistan.

1. **Rejection of Tender**

The tender will be rejected if

* The document does not bear stamp & signature of the authorized person.
* It is received through fax/e-mail.
* If the bid is submitted without or less or not as per mentioned instrument the bid security (tender guarantee).
* It is received after the expiry of the due date and time.
* Incomplete bids.
* If the envelope’s sealed is destroyed and the documents are visible.
* CfC Pakistan can reject any or all bids without any notice

1. **Taxes and other charges**

* The quoted rates should be inclusive of all applicable taxes (WHT, GST etc). by the government. In case of any exemption Tenderers should have to provide a valid exemption certificate as per government rules.
* The quoted prices should be included of all transportation, carriage, handling of office equipment at destinations and all other costs.

1. **Alteration or withdrawal of tenders**

9.1 Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

9.2 Any such notification of alteration or withdrawal must be prepared and submitted in accordance with Article 10. The outer envelope must be marked ‘Alteration’ or ‘Withdrawal ‘as appropriate.

9.3 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiry of the tender validity period. Withdrawal of a tender during this interval may result in forfeiture of the tender guarantee.

1. **Cost of preparing tenders**

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.

1. **Ownership of tenders**

The Charter for Compassion Society of Pakistan retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.

1. **Opening of tenders**

**12.1** The opening and examination of tenders is for the purpose of checking whether the tenders are complete, whether the requisite tender guarantees have been furnished, whether the required documents have been properly included and whether the tenders are generally in order. **The tenders opening session will be same date and time in presence of bidders.**

**12.2** At the tender opening, the tenderers’ names, the tender prices, any discount offered, may be announced.

**12.3** After the public opening of the tenders, no information relating to the examination, clarification, evaluation and comparison of tenders, or recommendations concerning the award of the contract can be disclosed until after the contract has been awarded.

**12.4** Any attempt by tenderers to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the CfC Pakistan in its decision concerning the award of the contract will result in the immediate rejection of their tenders.

**14.5** All tenders received after the deadline for submission specified in the contract notice or these instructions will be kept by the CfC Pakistan. The associated guarantees will be returned to the tenderers. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

1. **Evaluation of Tenders**

**13.1** Examination of the administrative conformity of tenders

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender dossier without substantially departing from or attaching restrictions to them.

Substantial departures or restrictions are those which affect the scope, quality or execution of the contract, differ widely from the terms of the tender dossier, limit the rights of the CfC Pakistan’s committee or the tenderer’s obligations under the contract or distort competition for tenderers whose tenders do comply. Decisions to the effect that a tender is not administratively compliant must be duly justified in the evaluation minutes.

If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

**13.2** Technical evaluation

After analyzing the tenders deemed to comply in administrative terms, the evaluation committee will rule on the technical admissibility of each tender, classifying it as technically compliant or non-compliant.

**13.3** In the interests of transparency and equal treatment and to facilitate the examination and evaluation of tenders, the evaluation committee may ask each tenderer individually for clarification of its tender including breakdowns of prices, within a reasonable time limit to be fixed by the evaluation committee. The request for clarification and the response must be writing, but no change in the price or substance of the tender may be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation of tenders. Any such request for clarification must not distort competition. Decisions to the effect that a tender is not technically compliant must be duly justified in the evaluation minutes.

13.4 **Financial evaluation**

**a)** Tenders found to be technically compliant will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:

- Where there is a discrepancy between amounts in figures and in words, the amount in words will be the amount taken into account;

- except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.

b) Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, its tender will be rejected.

13.5 **Award criteria**

• The sole award criterion will be the required/given technical specification and price.

• CfC Pakistan reserves the right to split the contact between two or more suppliers as per received offers.

• The technically compliant tender that offers the best price-quality ratio will be chosen.

**14. Signature of the contract and performance guarantee**

**14.1** The successful tenderer will be informed in writing that its tender has been accepted (notification of award). Before the CfC Pakistan signs the contract with the successful tenderer, the successful tenderer must provide required documents (original copies), including company incorporation/registration, experience certificates, financial accounts, NTN and GST Certificate, bank statement or any other document needed by the evaluation committee according to the selection criteria.

**14.2** The successful tenderer must also provide evidence of financial and economic standing and technical and professional capacity according to the selection criteria within 5 working days following the notification award or if the successful tenderer is found to have provided false information or fake documents, the award will be considered null and void.

**14.3** In such case the CfC Pakistan may award the tender to the next lowest tenderer or cancel the tender procedure.

**14.4** The CfC Pakistan reserves the right to vary quantities specified in the tender by +/- 100 % at the time of contracting and during the validity of the contract. The total value of the supplies may not, as a result of the variation rise or fall by more than 25 % of the original financial offer in the tender. The unit prices quoted in the tender shall be used.

**14.5** Within 7 days receipt of the contract signed by the CfC Pakistan, the selected tenderer must sign and date the contract and return it, with the performance guarantee (if applicable), to the CfC Pakistan. On signing the contract, the successful tenderer will become the Contractor and the contract will enter into force.

**14.6** If it fails to sign and return the contract and any financial guarantee required within 14days after receipt of notification, the CfC Pakistan may consider the acceptance of the tender to be cancelled without prejudice to the CfC Pakistan reserves the right to seize the guarantee, claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on CfC Pakistan.

**15. Tender guarantee**

The Bid security (tender guarantee), for 2%of the total tender value in shape of demand draft/pay order/call deposit in the name of Charter for Compassion Society of Pakistan.

**16. Ethics clauses**

**16.1** Any attempt by a candidate or tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or CfC Pakistan during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of their candidacy or tender and may result in administrative penalties.

**16.2** Without CfC Pakistan prior written authorization, a Contractor and its staff or any other company with which the Contractor is associated or linked may not, even on an ancillary or subcontracting basis, supply other services, carry out works or supply equipment for the project. This prohibition also applies to any other projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the Contractor.

**16.3** When submitting a tender, tenderer must declare that they are not affected by a conflict of interest and have no equivalent relation in that respect with other tenderers or parties Involved in the project. Should such a situation arise during execution of the contract, the Contractor must immediately inform Charter for Compassion Pakistan.

**16.4** Contractors must at all times act impartially and as faithful advisers in accordance with the code of conduct of their profession. They will refrain from making public statements about the project or services without the CfC Pakistan prior approval. They may not commit CfC Pakistan2 in any way without its prior written consent.

**16.5** For the duration of the contracts, Contractors and their staff must respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary state. In particular, and in accordance with the legal basic act concerned, tenderers that have been awarded contracts must abide by core labor standards as defined in the relevant International Labour Organization conventions (such as the Conventions on freedom of association and collective bargaining; Abolition of forced and compulsory labour; Elimination of forced and compulsory labour; Abolition of child labour).

**16.6** Contractors may accept no payment connected with the contracts other than that provided for therein. Contractors and their staff must not exercise any activity nor receive any advantage inconsistent with their obligations to Charter for Compassion Pakistan.

**16.7** Contractors and their staff are obliged to maintain professional secrecy for the entire duration of contracts and after their completion. All reports and documents drawn up or received by Contractors will be confidential.

**16.8** The contract governs the Contracting Parties’ use of all reports and documents drawn up, received or presented by them during the implementation of the contract.

**16.9** Contractors must refrain from any relationship likely to compromise their independence or that of their staff. If the Contractor ceases to be independent, CfC Pakistan may, regardless of injury, terminate the contract without further notice and without the Contractor having any claim to compensation.

**16.10** The Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process and if CfC Pakistan fails to take all appropriate measures to remedy the situation. For the purposes of this provision, ‘corrupt practices’ are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with CfC Pakistan.

**16.11** All tenders will be rejected or contracts terminated if it emerges that the award or implementation of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has any appearance of being a front company.

**16.12** The Contractor undertakes to supply the Commission on request with all supporting documents relating to the conditions of the contract’s execution. The Commission may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence in cases of suspected unusual commercial expenses.

**17. Cancellation of the tender procedure**

If a tender procedure is cancelled, tenderers will be notified by Charter for Compassion Pakistan. If the tender procedure is cancelled before the tender opening session the sealed envelopes will be returned, unopened, to the tenderer. Cancellation may occur, for example, if:

• The tender procedure has been unsuccessful, namely where no suitable, qualitatively or financially acceptable tender has been received or there has been no valid response at all;

• The economic or technical parameters of the project have changed fundamentally;

• Exceptional circumstances or *force majeure* render normal implementation of the project impossible;

• All technically acceptable tenders exceed the financial resources available;

• There have been substantial errors, irregularities or frauds in the procedure, in particular where these have prevented fair competition;

• the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market.

**18. Penalty**

• The CfC Pakistan reserve the right to forfeit the bid security (tender guarantee) in case the successful tenderer regrets or fail to provide the Supplies as per specification.

**19. Appeals**

• Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint to CfC Pakistan.

**20. Signature and Stamp**

**TECHNICAL SPECIFICATIONS + TECHNICAL OFFER**

**Contract title:**

**Publication reference:** # D/Tenders/2020/01

**Columns 1-2 should be completed by the Contracting Authority Columns 3-5 should be completed by the tenderer Column 5 is reserved for the evaluation committee**

The tenderers are requested to complete the template on the next pages:

• Column 2 is completed by the Contracting Authority shows the required specifications (not to be modified by the tenderer),

• Column 3 is to be filled in by the tenderer and must detail what is offered (for example the words “compliant” or “yes” are not sufficient)

• Column 4 allows the tenderer to make comments on its proposed supply and to make eventual references to the documentation. The eventual documentation supplied should clearly indicate (highlight, mark) the models offered and the options included, if any, so that the evaluators can see the exact configuration. Offers that do not permit to identify precisely the models and the specifications may be rejected by the evaluation committee.

The offer must be clear enough to allow the evaluators to make an easy comparison between the requested specifications and the offered specifications.

- **Annex i +ii+iii technical specifications + technical offer+ Financial Offer**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Lot-Material for PPE** | | | | | | |
| Item No. | Specification Required | Required Quantity | Specification Offered | Delivery Time | Unit Price  Inclusive all Taxes | Total Price inclusive all Taxes |
|  |  |  |  |  |  |  |

|  |
| --- |
| 1. **Company Name:** |

|  |  |
| --- | --- |
| 1. **Company Owners / Partners Full Names**   **1.**  **2.** | 1. **Companies Legal Authorized Representative for this tender:**   **Complete Name:**  **Position in the Company:**  **Signature:** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 1. **Additional information about Contractor** 2. **Company Type as per registration**  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Public Limited Co** |  | **Private Limited Co** |  | **AOP** |  | **Others** |  |  1. **National Tax No.** 2. **Companies Sales Tax Registration No.** 3. **Are you a Filer or Non-Filer** 4. **Full Names of 3 Key Representatives of Company**  |  |  |  |  | | --- | --- | --- | --- | | **Name** | **Position** | **Address** | **Contact No.** | |  |  |  |  | |  |  |  |  | |  |  |  |  |  1. **Bank Accounts Information**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Bank Name** | **Account Type** | **Branch Code** | **Account No.** | **Branch Address** | |  |  |  |  |  |  1. **Three References**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name of Referee** | **Designation** | **Name of Company / Organization** | **Email ID** | **Contact #** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |

**Undertaking**

I undersigned, certify that I am the designated legal representative of this Company that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information.

I declare and certify that the information above is true and accurate to the best of my knowledge.

I understand and accept any false or inaccurate information may result in the cancellation of bid, even if discovered later.

Name:

Position:

Signature & Stamp

Date:

Annex iv

**Declaration**

In the response to your bids invitation letter for the Tender# <Contract Reference>

I/we ( ), the undersigned, hereby declare that:

• This bid is valid for a period of 30 days from the final date for the submission of bids.

• I/We note that Charter for Compassion Society of Pakistan is not bound to precede with this invitation to bid and that it reserves the

right to award contract as a whole or partially.

• I/We agree to adhere to all of the terms and conditions of the Charter for Compassion Society of Pakistan as provided in the invitation to Bid (ITB).

• I/We will assure the quality of services will be according to specification provided by Charter for Compassion Society of Pakistan.

• I/We confirm that I/We are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, Charter for Compassion Society of Pakistan reserves the right to terminate the contract with immediate effect.

• I/We are not bankrupt or being wound up, are having our affairs administered by the courts, have not the subject of proceedings concerning those matters, or are in any analogous arising from a procedure provided for in national legislation or regulations.

• I/We have not been convicted of an offence concerning professional conduct by any judgment.

• I/We have not been guilty of grave professional misconduct proven by any means which the

Contracting authority can justify.

• Are not guilty of serious misinterpretation in supplying information.

• Are not in situations of conflict of interest (with prior relationship to project or family or

Business relationship to parties in Charter for Compassion Society of Pakistan.

• Have no relation, direct or indirect, with any terrorist or banned organizations.

• Are not blacklisted by any Local/International organization, Government/semi Government

department, NGO or any other company/organization.

• Have not been reported for/under litigation for child abuse.

• I/We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with legal provision of the country in which I/We are established or with those of the country where the contract is to be performed.

• I/We have not been the subject of the judgment for any fraud, corruption, involvement in

criminal/ terrorist organization or any other illegal activity detrimental to Pakistani Law.

Name:

Business Title:

Signature:

Business Stamp: