



## **INSTRUCTIONS TO TENDERERS**

<b>Project Reference:</b>	<b>“Building Disaster Resilience Pakistan” (BDRP)</b>
---------------------------	---

1. **Scope:**

HELP Foundation invites tenders for the supplies described and summarized in accordance with procedures, conditions and contract terms, as prescribed in the tender documents. HELP Foundation reserve the right to vary the quantities & time frame of services specified in the Tender Documents without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

2. **Home Based Poultry (Package) to be provided in District Rajanpur, Punjab:**

Sr. No.	Item Name	Specification	Unit	Package Required
1	Poultry Birds	<p><b>Breed:</b> RIR and/or FAYOUMI <b>Age</b> = 18- 20 weeks <b>Weight</b> = 1.25- 1.5 kg Each Poultry Package (10 hens and + 02 cock)</p> <p><b>Vaccination:</b> Birds should be vaccinated against and supplier shall provide proof of the vaccines New Castle Disease ocular vaccination; Infectious Bronchitis; ND+IB live (Eye drop) Avian Influenza Vaccines (Type H7, H9- Killed) Fowl Pox/Cholera Vaccination (ND+IB live, Avian Influenza Vaccines (Type H7, H9- Killed) and fowl Pox/Cholera) should be during the quarantine period in the presence of consortium member and livestock veterinarian if possible</p> <p><b>Quarantine:</b> If the birds are to be transported from outside the beneficiaries’ villages then quarantine within 10-35 km from distribution sites would be mandatory.</p> <p><b>Transportation:</b> Birds to be transported in fumigated and disinfected cages and vehicles from supply source to delivery point. All transportation costs shall the supplier's responsibility and at the Supplier's risk; The birds should arrive at the destination alive and active. The supplier would guarantee in the required number of chicks in live and good health condition; Overall mortality should not exceed 0.01%</p>	Package	500
2	Feeder	Medium size made of CGI sheet, weight 600-700 grams	Nos.	1000
3	Egg Trays	Colored imported plastic made trays for eggs	Nos.	1500
4	Poultry Feed	Feed no. 14 Or 15, 12.5kg P/Bag Packing	Bags.	500

**3. Closing date and time for submission of tenders :**

**March 05, 2018 at 02:00 pm**

**4. Submission of tenders**

**HELP Foundation, Atta Street, Mohalla Akber Abad, Kot Mithan (Rajanpur).**

**5. Timetable for provision**

To be provided by the supplier.

**6. Language of offers**

All tenders documents are to be submitted in English

**7. Period of validity of offers**

All bids must be valid till **90 days** with effect from the tender opening date.

**8. Currency**

Pakistani Rupee

**9. Tender Guarantee**

**A tender guarantee of 5% of the bid** submitted must accompany the bid in shape of a demand draft / pay order / call deposit; favouring "HELP Foundation". Bids received without Tender Guarantee may be rejected. If the selected bidder refuses to sign the supplies contract then HELP Foundation reserves the right to forfeit the bid security. Once the contract has been awarded to successful bidder his/her bid security will be converted in to performance guarantee.

**10. Terms & Conditions**

- a) Samples will not be required at the time of tender but birds of the select/shortlisted supplier will be check by Livestock officer from Govt. department for two times;
  - i. Before the final selection and signing of the contract to ensure that birds are true to type, vaccinated and free from any disease
  - ii. Pre-delivery Inspection
- b) The prices must be inclusive of all taxes, delivery / transportation, loading / unloading, packaging and allied costs up to the point of delivery
- c) The Supplier must quote only one option for each item. Bids received with more than one options and rates may be rejected.
- d) Suppliers must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently black listed.
- e) Supply should be provided in the (07) Seven union councils of Targeted Union Councils of HELP Foundation as per List provided by HELP Foundation.
- f) Quantity of items may increase/decrease according to the need of project if required.

**11. Type of Contract**

Supplies agreement

**12. Content of tenders**

- Technical Specification
- Financial Offer
- Signed Tenderers Declaration

- Company Certificate of Registration
- Completed 'Tenderers Relevant Experience Form'

### **13. Opening of tenders**

**March 05, 2018 at 02:30 pm at HELP Foundation, Atta Street Mohalla Akber Abad Kot Mithan District Rajanpur Pakistan**, in the presence of suppliers or their representatives, who wish to witness the tender opening.

### **14. Supplies Delivery Point**

The Home Base Poultry Package will be required in field areas of District Rajanpur in 07 UCs anywhere. The Home Based Poultry (Package) Detail and Schedule will be provided by HELP Foundation Kot Mithan. The detail of Union Councils is as under:-

<b>Sr. No.</b>	<b>Place of Delivery Point</b>	<b>Tehsil</b>	<b>District</b>
<b>1</b>	Union Council Noor Pur Machi Wala	Rajan Pur	Rajan Pur
<b>2</b>	Union Council Noor Pur Manjo Wala	Jam Pur	Rajan Pur
<b>3</b>	Union Council Jahan Pur	Rajan Pur	Rajan Pur
<b>4</b>	Union Council Wang	Rajan Pur	Rajan Pur
<b>5</b>	Union Council Rakh Kot Mithan	Rajan Pur	Rajan Pur
<b>6</b>	Union Council Murghai	Rajan Pur	Rajan Pur
<b>7</b>	Union Council Meeran Pur	Rojhan	Rajan Pur

### **15. Evaluation of tenders**

Lowest price will not be the sole criteria; quality, delivery time, financial soundness and previous experience will also be considered.

### **16. Cancellation of the tender procedure**

Tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason.

### **17. Appeals Process**

Bidders reserve the right to make an appeal against the decision of the tender committee. The appeals should be in writing and for the attention of the President – HELP Foundation.

### **18. Data protection**

HELP Foundation guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. HELP Foundation guarantees confidentiality of the procurement process.