



Invitation for Tender

Date: November 05, 2023

Tender Ref: FDO/ Pak 1108/IFT-036

Provision of 06 Trades Tool Kits

Procurement of Tool Kits (Electrician, Domestic Tailoring, Beautician, Motor Cycle Mechanic, Mobile Repairing & Welder)

Under

Building Resilience through Improved Delivery, Governance and Empowerment Program (The CSO's-BRIDGE Program)

Farmers Development Organization, hereafter FDO or the Contracting Authority, was established in 1996 as a, not for profit and non-governmental public interest organization and "A company setup under section 42 of companies' ordinance 1984". FDO is working all over in Pakistan specially in Southern Punjab, through participatory principles, benefitting hundreds of peasants, women, and general communities in the fields of Livelihood, Institutional Development, Emergency Relief, Community Physical Infrastructure, preventing gender-based violence and promoting access to justice. The organization has a successful history in designing projects, subsequently through conducting the assessments of community problems, creating and engaging the local volunteers for implementing and monitoring the projects.

Welthungerhilfe (WHH) was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. The organization is non-profit-seeking, non-partisan, and non-denominational. Donations from the population at large fund our work in over 40 countries in Africa, Asia, and Latin America. In addition, WHH receives grants from the Federal German Government, the European Union, and the United Nations for International Development. WHH is a funding agency of the **Building Resilience through Improved Delivery, Governance and Empowerment Program (The CSO's-BRIDGE Program)**

1. Instructions to tenderers

By submitting a tender, tenderers fully and unreservedly accept the conditions of this call for tenders, which will constitute the governing the contract as the sole basis of this tendering procedure, whatever the tenderers own conditions of sale may be, which they hereby waive. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions, and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

To be eligible to take part in this tender procedure, tenderers must prove to the satisfaction of the Contracting Authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively. Participation is open to neutral persons and legal persons [participating either individually or in a grouping (consortium) of tenderers]



The foreseeable timetable for this procedure is as follows:

	DATE	TIME in PST
Deadline for requesting clarifications from the Contracting Authority	November 17, 2023	12:00 PM
Last date on which clarifications are issued by the Contracting Authority	November 18, 2023	05: 00 PM
Deadline for submission of tenders	November 19, 2023	12: 00 PM

2. [General remarks and special conditions](#)

All offered commodities must be sound, fair, and merchantable quality. The quality must be in line with the specifications stated in this tender.

- All offered products according to national/international standards such as ISO.
- FDO prefer a single supplier! But FDO reserve the right to divide the order into lots and orders from various tenderers.
- Timely arrival in accordance with the negotiated delivery periods is of utmost important!
- Part shipments are not allowed without authorization of the Contracting Authority
- The Contracting Authority holds the right to change quantities and slight changes to the technical specifications.
- The origin of all products needs to be indicated in the offer.
- In case an alternative to the specified items is offered, this must be clearly indicated and excessively documented
- In case of calculation mistake unit rate will be considered for financial evaluation







3. [Specifications / Bill of Quantities](#)

The specifications and quantities of the items for the **Procurement of Tool Kits (Electrician, Domestic Tailoring, Beautician, Motorcycle Mechanic, Mobile Repairing, Welder)** are as under;








Summary of Tool Kits:

Sr. No	Tool kit	Unit	Quantity
1	Electrician	No	31
2	Domestic Tailoring	No	26
3	Beautician	No	25
4	Motor Cycle Mechanic	No	16
5	Mobile Repairing	No	06
6	Welder	No	10



Sr. No	Items	Specifications	Picture	Unit	Quantity	Rate	Total Amount (Including Tax)
Lot 1 – Electrician Tool Kit							
1	Screw Driver Set	6 pcs interchangeable screw driver set featuring durable tips anti slip handles		No	31		
2	Nose Pliers	Long Nose Plier 6" D/F featuring durable built and comfortable grip		No	31		
3	Wire Stripper	Refinement professional Wire Stripper / HUFENG QB/ T2207- 1996 suitable for accurate wire stripping without damaging		No	31		
4	Tiger Plier	Plier 8 D/F, Polish and anti-rust oil Two color handle Packed by sliding card		No	31		
5	Hot MELT GLUE Gun	Hot Melt Glue Gun 110-240V 100 W good quality		No	31		
6	Flat Blade Screwdriver Wrench	Flat Blade Screwdriver Wrench 8D versatile for various tasks comfortable & steady grip good quality		No	31		

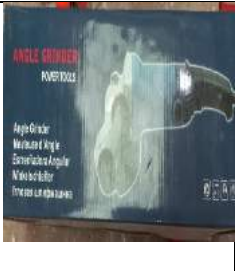









7	Goti Set	Goti Tool Kit Set, 40 pcs tool kit toolkit combination ratchet set goti set socket set. 1/4" & 3/8" DRIVE S.A.E & METRIC SIZE COMBINATION SET		No	31		
8	Screw Driver Set	12 pcs professional interchangeable screw driver set ideal for diverse electrical applications		No	31		
9	Hammer	Steel Hammer with comfortable plastic grip good quality		No	31		
10	Measuring Tape 5M / 16FT - Green	Measuring Tape 5M / 16FT - Black / Plastic Body Best Quality measuring Tape		No	31		
11	Paper Cutter Knife	Utility Knife Paper Cutter Knife 18 MM good quality		No	31		
12	Tester/ Electric Pen	AC Voltage TEST 70-250 VAC DC Voltage TEST Upto 250 VDC		No	31		
13	Screw driver	6 pcs professional Screw Driver Set with comfortable grip ideal for diverse electrical applications		No	31		










14	Soldering Iron	Stainless Steel Barrel, Rugged Heater Construction with Long Life Soldering Tip (1 Meter length and 0.8mm thickness) good quality		No	31		
15	Scissor 6 inch	Comfort Grip Stainless Steel Office Scissors 6 inch Ultra Sharp Shears, Comfort-Grip Sturdy Scissors for Office Home School Sewing Fabric Craft Supplies, Right/Left-Handed		No	31		
16	High Tension Hacksaw	Non-Slip design reinforced Ergonomic design for Comfortable two-handed operation 300mm/12inch		No	31		
17	Professional Rotary Hammer	Professional Rotary Hammer MS2-26, HEAVY DUTY 800 W with 3 month warranty		No	31		
18	Cutter Plier 6	Cutter Plier 6" With Rubber Grip Handle/ IRON SPIDER		No	31		
19	Digital Clamp Multi Meter	Digital Clamp Meter AC/DC UT201+ / UT202+ / UT202A+		No	31		
20	Tool Bag	TOOL BAG good quality material with pockets (with screen printing of FDO, WHH, BMZ logos visibility)		No	31		



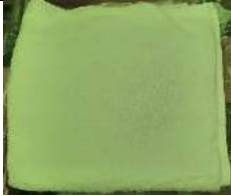







21	Rotary ANGLE Grinder	Input 540W· Wheel Diameter 115mm (4-1/2")· No load speed (rpm)12,000 Dimensions 251x130x106 mm. Net weight 1.7kg		No	31		
Sub-Total Lot -1 (Including All Taxes & Transportation)							
Lot 2 - Provision of Domestic Tailoring Tool Kit							
1	Sewing Machine	Sewing Machine T.M- 155750 with wooden base and wooden cover with fitting (with screen printing of FDO, WHH, BMZ logos visibility)		No	26		
2	Sewing Machine Domestic Motor	Sewing Machine Motor 150-volt Domestic Foot Control Pedal with 3 months warranty		No	26		
3	Tracing Wheel	Tracing Wheel for tracing clothes		No	26		
4	Scissors Fabric #10	Stainless steel Singer scissors 10 inch for professional cloth cutting		No	26		
5	Wooden Measuring Scale Straight	Straight wooden scale for measuring clothes 20-inch length		No	26		
6	Wooden Measuring Scale Curve	Curve shape wooden scale for measuring clothes 30inch length		No	26		
7	Tailor Chalks	Used by tailor for marking/cutting		No	26		






8	Iron	Iron for pressing of clothes for stitching reputable brand good quality equivalent to National Iron RM-25		No	26			
9	Sewing Machine Stand	Sewing Machine Stand for Placing of machine during stitching standard size with steel base (with screen printing of FDO, WHH, BMZ logos visibility)		No	26			
10	Iron Stand	Wooden Base Frame with Steel holding foldable iron stand standard size (with screen printing of FDO, WHH, BMZ logos visibility)		No	26			
Sub –Total Lot 2 (Including All Taxes & Transportation)								
Lot 3 - Provision of Beautician Tool Kit								
1	Mirror for Beauty Parlor (Size 2/4)	Plain glass mirror (size 2ft/4ft), 4 clips for placement and with four-sided wooden frame. (with screen printing of FDO, WHH, BMZ logos visibility)		No	25			
2	Saloon Chair for Beauty Parlor	Comfortable leather cover foam Salon Chair with foot rest for clients (with screen printing of FDO, WHH, BMZ logos visibility)		No	25			
3	Hair Straightener	3in1 professional Electric straightener-best quality with 3 months warranty		No	25			
4	Facial kit (6 Tubes)	6 tubes complete facial kit including skin polish, face wash, facial mask, massage cream, cleanser and scrubber of reputable		No	25			










		brand with expiry date validity of minimum 1 year					
5	Makeup Brushes Kit	13 pcs makeup brush kit standard size (with screen printing of FDO, WHH, BMZ logos visibility)		No	25		
6	Facial Steamer	Facial Steamer 4 in 1 reputable brand with 3 months warranty		No	25		
7	Towel	Towel for use in Beauty parlour large size 5.5' x 3.5'		No	25		
8	Eye Shade Kit	For eye Makeup		No	25		
9	Plastic Bowl large	For mixing of facial creams best quality plastic		No	25		
10	Plastic Bowl small	6 OZ For mixing of hair colors best quality plastic		No	25		
11	Face sponge	Soft foam sponge for face makeup base standard size		No	25		
Sub –Total Lot 3 (Including All taxes & Transportation)							
Lot 4 - Provision of Motor Cycle Mechanic Tool Kit							
1	Ring Fix Spanner	Complete set of 12 key Ratchet combination wrenches 6mm to 24 mm of auto repair hand tool		No	16		














		with screen printing of FDO, WHH, BMZ visibility					
2	Spanner set	8 pcs combination spanner set size 6-19 mm (6mm, 8mm, 10mm, 12mm, 14mm, 15mm, 17mm, 19mm) with screen printing of FDO, WHH, BMZ visibility		No	16		
3	T-Wrench set	7PCS T-Handle Wrench Tool Set 45# Steel 8mm 10mm 12mm 13mm 14mm 17mm 19mm Metric Socket Set Long Hex Key Wrench		No	16		
4	Socket Wrench set	Complete 52 Piece Tool Kit. Chrome Vanadium. Stainless Steel. Rod Length Extender. Adjustable Two Way Handel		No	16		
5	Nose Plier	Long Nose Plier 6" Long Nose Plier 6" D/F		No	16		
6	Tiger Plier	Plier 8 D/F, Polish and anti-rust oil Two color handle Packed by sliding card		No	16		
7	Lock Plier	7/177 mm circlip plier with soft grip plastic soft grip plastic		No	16		
8	Lion Tapet adjuster small	LION TAPET ADJUSTER SMALL for head adjustment for head adjustment purpose		No	16		










9	Scooter Y-flywheel Caliper Moped Magnet Puller Tool Adjustable Accessory	Made of Metal Opening size: maximum 115mm, minimum 11mm (Approx.), Adjustable screws more convenient when using		No	16		
10	Magnet Puller	Magneto Flywheel Puller 24mm & 27mm Repair		No	16		
11	Allen Key set	9 Pieces with Content Sizes 1.5 mm, 2 mm, 2.5 mm, 3 mm, 4 mm, 5 mm, 6 mm, 8 mm, 10 mm good quality		No	16		
12	Screw driver set	1000V Protection, Dropped forged chrome vanadium steel with hardened tips, Corrosion resistant tips, Magnetic Tips		No	16		
13	C- Clamp	3-inch 75 mm, Pack of 2 pcs, Weight- 471g, Size- 3", Material- Cast Iron, Oversized T handle for extra torque & Roll-formed screw threads ensure smooth operation and durability		No	16		
14	Bench Vice	Fixed Clamp, heat-treated and Knurled, for better grip made up of Alloy Steel with fitting		No	16		
15	Handle Cup Puller set	Handle Cup puller set		No	16		


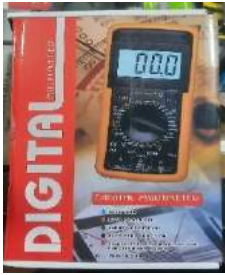






16	Handle Spanner	Handle spanner used to open the motorcycle handle		No	16		
17	Back Shock Puller	Motorcycle back shock opener		No	16		
18	Clutch Assembly Chabi	Used to open the clutch assembly		No	16		
19	Clutch Baksa Goti	Used to open the clutch baksa		No	16		
20	Shock Sell Taper	Shock oil seal driver for CD-70 & CG-125		No	16		
21	Chain Remover	Chain remover wrench 420-530 mm detachable 5,6 chains		No	16		
22	Oil Pump Chabi	Oil pump key used to tighten the oil pump		No	16		
23	Tapet Goti	Tapet goti used to fix the motor cycle tapet		No	16		
24	Grinder Machine	Good quality 150W 150MM (6") Bench Grinder, Dia of wheel: 150x16x12.7 mm (with screen printing of FDO, WHH, BMZ logos visibility)		No	16		
25	Pipe Wrench	Heavy duty 12" pipe wrench for multipurpose usage and steady grip good quality		No	16		
26	Screw Wrench	Flat Blade Screwdriver Wrench 8D versatile for various tasks comfortable & steady grip good quality		No	16		



27	Tool Tray Set	Steel tool tray set 3 pcs (with screen printing of FDO, WHH, BMZ logos visibility)		No	16			
28	Toll Bag	Tool Bag of good quality material with pockets with screen printing of FDO, WHH, BMZ Visibility		No	16			
Sub-Total Lot 4 (Including All Taxes & Transportation)								
Lot 5 – Provision of Mobile Repairing Tool Kit								
1	Separator Machine	Cellphone Repair/ Touch screen separating Machine 948 D good quality (with screen printing of FDO, WHH, BMZ logos visibility)		No	06			
2	Heat Gun	TOTAL 2000W Corded Heat Gun with Reduction Nozzle, Reflector Nozzle, Flat Nozzle and Scraper TB2006 good quality		No	06			
3	Board Gripper	Adjustable Temperature Electric Soldering Iron 60W Welding Solder Repair Tool		No	06			
4	SMD Rework Station	High Quality 60W Temperature Control Soldering Iron Adjustable Temperature with Solder Wire and Soldering Paste good quality (with screen printing of FDO, WHH, BMZ logos visibility)		No	06			
5	Mobile Phone Repair Tools Opening Pry	8-24PCS Mobile Phone Repair Tools Opening Pry Bar Screen Disassemble Screwdriver Set for iPhone X 8 7 6S 6 Hand Tool Kit		No	06			












6	DC Power Supply	KADA 1502DS 15V 2A LED Display variable regulated output dc power supply Power Supply Regulated dc power supply mobile repairing electronics board repairing good quality (with screen printing of FDO, WHH, BMZ logos visibility)		No	06		
7	Multimeter	Original DT-830D Digital Multi Meter AC DC with Buzzer Overload protection Voltage Current Resistance DIY Project Electronics LEDs DM-266 830D DT 830 DT 830D		No	06		
8	ESD Mat	Anti-Static Mat Phone Repair Soldering Pad with Ground Wire ESD Wrist for Repair Mobile Repair Soldering Mat (with screen printing of FDO, WHH, BMZ logos visibility)		No	06		
9	Tweezer	Mobile Phone Opening Pry Repair Tools Kit Metal Tweezer Anti-Static good quality		No	06		
10	Magnifying Glass	Reading Lamp, Illumination Magnifier Magnifying Glass with 5x and 10x Zoom good quality		No	06		
11	Solder Wire	Shama Electronic Soldering Iron Kit 3 in 1 Kavia set Welding Tip Kaviya for Electric Circuits Wire Joints with Soldering Paste & Soldering solder Best Quality Cheap Soldering Iron		No	06		






12	Cleaning kit	Anti-Bacterial Screen Cleaning Foam for Mobiles with clothes kit		No	06			
13	Adhesive glue	Multi-purpose adhesive gravity magic rubber		No	06			
14	Paper Cutter Knife	Utility Knife Paper Cutter Knife 18 MM		No	06			
15	Glue Clean Machine	Glue Clean Machine CJ6+ 100-240V US OCA Glue Remover Tool for Mobile Phone LCD Screen Repair good quality		No	06			
16	UV Light	High power solid violet lamp, LED lamp leads, high power, low energy consumption good quality		No	06			
17	Tool Box	Tool Bag of good material with pockets with screen printing of FDO, WHH, BMZ Visibility		No	06			
Sub-Total Lot 5 (Including All Taxes & Transportation)								
Lot 6 – Provision of Welder Tool Kit								
1	Welding Machine	Inverter welding machine small welding plant MMA950 MOS with 3 months warranty (with screen printing of FDO, WHH, BMZ logos visibility)		No	10			
2	Welding Mask	Face Mask/Welding Mask used for protection during welding process		No	10			



3	Welding Gloves	Good quality fire resistant welding gloves standard size		No	10		
4	Plier	Plier 8 D/F, Polish and anti-rust oil Two color handle Packed by sliding card		No	10		
5	Screw Driver	Professional Screw Driver 2 way with comfortable grip		No	10		
6	Steel Leveler	L-type steel leveler used for measurement leveling		No	10		
7	Measuring Tape	Steel measuring tape 5 mtr with plastic cover		No	10		
8	Grinding Disk	Grinding disk 4" X 1/4" X 5/8"		No	10		
9	Cutting Disk	Cutting Disk 14" X 1/8" X 1"		No	10		
10	Cutting Disk	Cutting Disk 4" X 3/64" X 5/8"		No	10		
11	Dangri	Welding suit stitched of good cotton cloth with standard pockets (with screen printing of FDO, WHH, BMZ logos visibility)		No	10		



12	Pipe Cutter	Pipe Cutter used by Welders with 3 months motor warranty (with screen printing of FDO, WHH, BMZ logos visibility)		No	10			
13	Grinder	Grinder used by Welders with 3 months warranty		No	10			
14	Tool Kit Bag	Tool Kit Bag size material with visibility of FDO, WHH & BMZ logo		No	10			
Sub- Total Lot 6 (Including All Taxes & Transportation)								
Total Amount (Inclusive Tax & Transportation) -(Lot 1+Lot 2+Lot 3+Lot 4+Lot 5+Lot 6)								
Delivery Time								

Note: In case of any query or clarification regarding specifications of items, vendor may contact or visit FDO central office from 6th November, 2023 to 18th November, 2023 during office timings (9AM – 5PM).

DELIVERY LOCATION: FDO CENTRAL OFFICE, HOUSE # 417, LANG STREET, NEW SHALIMAR COLONY, MULTAN

The tenderer must submit a tender for all items.

A tenderer may include in its tender the overall discount it would grant in the event of some or all the items for which it has submitted a tender being awarded. The discount should be clearly indicated for each item in such a way that it can be announced during the public tender opening session.

4. Marking/labelling

No markings required, only markings allowed are technical and safety markings.

5. Packaging and picking

For all items, the packaging must be appropriate to the nature (size, weight) of the items and reach international standards. The packaging should avoid transport damages and protect from bad weather conditions. Costs of picking and packaging and transportation must be included in the unit price of each item.

6. Samples/Pictures/Specifications

In case of any query or clarification regarding specifications of items, vendor may contact or visit FDO central office from 3rd November, 2023 to 14th November, 2023.

7. Delivery conditions

All transport details (Origin, City of Loading and Routing) must be indicated within the offer. The cost of transportation, loading unloading can be stated separately or included in the price of items. Partial shipments



without authorization of the Contracting Authority are not allowed. Each shipment must be announced with prior notice.

8. Delivery schedule

Delivery is requested as soon as possible after the Purchase Order/signing of contract. Faster delivery is appreciated; therefore, clearly indicate your delivery delay in calendar days in the offer.

9. Prices

All prices in your quotation must be indicated in Pakistan Rupees (PKR). Quotations stated in other currencies will not be considered in the awarding process. The analysis of the offers will be performed in Pakistani Rupees (PKR). Prices need to include all applicable taxes i.e., GST, WHT, insurance costs, and all other applicable taxes by the government of Pakistan. Transport prices need to include transport tax.

10. Inspection

The Contracting Authority shall be entitled to inspect, examine measure and test the components, materials, and workmanship, and check the progress of preparation, fabrication or manufacture of anything being prepared, fabricated or manufactured for delivery under the contract, in order to establish whether the components, materials, and workmanship are of the requisite quality and quantity. This shall take place at the place of manufacture, fabrication, preparation or at the place of acceptance or at such other places as may be specified in the Contract.

For the purposes of such tests and inspections, the Contractor shall:

- a) Provide to the Contracting Authority or his representative, temporarily and free of charge, with such assistance, test samples or parts, machines, equipment, tools, labor, materials, drawings and production data as are normally required for inspection and testing.
- b) Provide access to the Contracting Authority or his representative, at all reasonable times to the place where the tests are to be carried out.

This inspection on quality and quantity shall also be executed by an independent surveyor company at time and place prior to or at loading/unloading (before shipment to the warehouse). One inspection per supplier will be on account of the Contracting Authority. Any additional inspection shall be on account of the Supplier. Goods not meeting agreed quality will be rejected. In case goods are rejected, the Supplier will contractually be obliged to pay already incurred fees for rejected goods and for such fees which will become payable to the inspection company due to multiple interventions and/or fruitless visits and for goods inspected but eventually remained unshipped.

11. Ordering Party

Farmers Development Organization (House # 417, Lang Street, New Shalimar Colony, Multan, Ph # 061-2118087)

12. Consignee/Notify

Farmers Development Organization (House # 417, Lang Street, New Shalimar Colony, Multan, Ph # 061-2118087)

Documents

Following documents must be submitted before tender closing:

- Written/printed quotation on letterhead paper or on Tender document. The quotation has included: the pre-qualification documents (3 Pages) as in Annex B must be (signed and stamped)
- **Company Profile (Must include Past 02 years experiences, 02 years Financial Position/Bank Statement, GST/Sales Tax registrations/NTN)**

Following documents will be requested from the Seller after firm order:

- Original Commercial Invoice



- Performa Invoice (addressed to Consignee)
 - Original Waybills
 - Packing list
- Expenses for a commercial courier to be covered by the tenderer/supplier

13. [Payment Conditions](#)

- Payments due by the Contracting Authority shall be made through cross cheque to the contractor.
- Payment shall take place in the currency of the Contract.
- Pre-financing will not be granted.
- Payment shall take place after the complete delivery of items at the warehouse/delivery point within 15 working days. The order sum cannot be subdivided into partial payments.
- The period referred above may be suspended by notifying the Contractor that the invoice cannot be fulfilled because the sum is not due, because appropriate substantiating documents have not been provided or because there is evidence that the expenditure might not be eligible. In the latter case, an inspection may be carried out on the spot for the purpose of further checks. The Contractor shall provide clarifications, modifications or further information within 10 days of being asked to do so. The payment period shall continue to run from the date on which a properly drawn-up invoice is registered.

14. [Penalties](#)

The delivery schedule will be negotiated and fixed in the order. In the event of delay in delivery caused other than by force majeure, the Contracting Authority is entitled to make use of a penalty of 5/1000 per calendar day of the total value of the consignment still to be delivered. The penalty will be deducted from the invoice. In the event of incomplete delivery caused by the Supplier, the Contracting Authority is entitled to deduct the losses from the invoice. In case of damaged cargo caused by inappropriate packaging, the Contracting Authority reserves the right to deduct from the relevant order sum an amount according to the variance to the requested specification. In case the quality is not in line with specifications initially agreed by both sides, the Supplier must inform the Contracting Authority as soon as possible. Goods not meeting agreed quality can be rejected by the Contracting Authority, but if the Contracting Authority accepts these goods a deduction from the order sum and a penalty will be negotiated.

15. [Award Criteria](#)

- We prefer one single supplier for all items but reserve the right to divide per items towards different suppliers.
- Tenderers not providing all necessary documents, properly signed and stamped will be excluded.

Following quantitative criteria will be considered in the contract granting:

- **50% Price**
- **20% Samples**
- **30% Registration documents & Relevant Experience, Delivery Time, Bank Statement of past 06 months**

16. [Tender Conditions](#)

- The tenders, all correspondence, and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure, which is English.
- The offer must have a validity of minimum 60 days following the tender deadline.
- The Contracting Authority, in Pakistan, must receive the tenders before the tender deadline.



- **Farmers Development Organization (House # 417, Lang Street, New Shalimar Colony, Multan, Ph # 061-2118087)**
- The tender must include all the documents specified in paragraph 14 of these Instructions and be sent to the following address:
Farmers Development Organization (House # 417, Lang Street, New Shalimar Colony, Multan, Ph # 061-2118087)
- All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
 - The above address.
 - The reference code of this tender procedure, (i.e. **Tender Ref: FDO/ Pak 1108/ IFT-036**).
 - The words 'Not to be opened before the tender opening session.'
 - The name of the tenderer.
 - Quotations are to be provided as hard copy, in one copy only. Offers through e-mail or fax will not be accepted or considered.
 - Alteration or withdrawal of tenders (as below)
- Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. Tender will not be allowed to be altered after the deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.
- Any such notification of alteration or withdrawal must be prepared and submitted in the outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.
- No tender may be withdrawn in the interval between the deadline for submission of tenders
- Costs 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.
- Ownership of tenders: The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.
- Suppliers who do not receive a written feedback 20 days after expiry of the deadline have not been successful and will not be informed in writing.

For queries

procurement@fdopk.org

Procurement Unit Ph: 061-2118087.

Note: This Supplier Declaration Form, including your certification by signature, is part of the qualification procedure for our suppliers and service providers. If you do not fully complete this form, you may be disqualified from the tender.

1. Supplier information

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted in sections 1.1 and 1.2 below is true and complete.

1.1 Information about your business

Please provide the following information about your business and attach a copy of your company's legal registration document if available.



Business name	
Legal form <i>If the supplier is not a registered company, write "notregistered."</i>	
Year founded	
Country where established	
VAT or registration number	
Bank details <i>Include the account holder's name, bank name, IBAN, SWIFT code, and currency used.</i>	
Physical address, email address, and website	
Contact Sales and marketing	
Range of products and services provided (Portfolio)	
Other information	

1.1 Information about your managing officials

FDO/WHH upholds high moral standards regarding the conduct of its employees, partners, suppliers, and other service providers. As discussed in part 2.3 below, one of these standards is a condemnation of terrorism and a commitment that no funds or other resources will be used to support terrorists or terrorist activities in any way. Not only is this standard an integral part of how FDO/WHH work, but it is also an expectation of our institutional donors and banks that we screen our suppliers and service providers against lists of known and suspected terrorists on a regular basis.

For this reason, we are required to collect certain information about the relevant decision makers of each supplier. In particular, we request information about your top 4 managing officials (e.g., executive board members, managing directors, or heads of department). Generally, these are the individuals listed on your company's registration document. If your company has fewer than 4 managing officials, please provide details for all of your managing officials and let us know this fact when submitting the form.



The data collected below will only be used for comparison with freely accessible international sanctions lists published on the internet and will be protected in accordance with applicable dataprotection laws. If you have any questions how your data will be processed or stored, please talk to your contact at FDO/WHH or send an email to procurement@fdopk.org

Managing official 1			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
CNIC No			
Managing official 2			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
CNIC No			
Managing official 3			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
CNIC No			
Managing official 4			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			



Address (at a minimum, country of residence)			
Gender (optional)			
Birthdate	Date:	Month:	Year:
CNIC No			

1.2 Information about Relevant Experience

Note: (For filling this format, provide concise information. It is recommended to avoid the generic content and provide brief and relevant information/ response against each head)

Brief Introduction of applicant vendor						
Understanding of Providing material as per samples						
Details of Similar Experience						
List of Major Contracts/ Purchase orders						
	Sr. #	Title of Contract	Organization	Location	Duration	Amount in PKR



List of Similar Contracts/ Purchase orders
(please attach evidence of the listed documents)

Sr. #	Title of Contract	Organization	Location	Duration	Amount in PKR

2. FDO/Welthungerhilfe (WHH) policy statement

2.1 FDO/Welthungerhilfe (WHH) support the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligning their operations and strategies with the following 10 universally accepted principles in the areas of human rights, labor, environment, and anticorruption:

Human rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

Labor

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and
- Principle 9: encourage the development and diffusion of environmentally friendly technologies.



Anti-corruption

- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

Further information about the UN Global Compact is available (in a variety of languages) at <https://www.unglobalcompact.org>

2.2 FDO/Welthungerhilfe(WHH) adhere strictly to its own Code of Conduct

FDO/WHH Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all of FDO/WHH work. All FDO/WHH suppliers are expected to act in accordance with the values of our Code of Conduct, which are as follows:

- The highest standards of personal and professional conduct
- No religious or political activities when representing FDO/WHH
- No discrimination
- Responsibility for health and safety
- No sexual violence
- Child protection
- Responsible handling of personal data and information
- Responsible use of resources
- No supporting of terrorism or money laundering
- No corruption
- Avoiding conflicts of interest
- No work under the influence of alcohol or drugs
- No carrying of weapons
- Obligation to report concerns, suspicions, and knowledge of Code of Conduct violations

The full Code of Conduct is available at the following link:

<https://www.welthungerhilfe.org/about-us/transparency-and-quality/code-of-conduct/>

By signing this Supplier Declaration Form, you explicitly agree to comply with these principles.

2.3 FDO/Welthungerhilfe (WHH) renounces all forms of terrorism and money laundering

FDO/WHH renounce all forms of terrorism and will never knowingly support, tolerate, or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with guidance issued by the United Nations Security Council and the European Union, FDO/WHH are firmly committed to the international fight against terrorism and, in particular, against the financing of terrorism. Accordingly, FDO/WHH screen their suppliers and their relevant decision makers against lists of known and suspected terrorists to ensure that none of its or its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. By submitting an offer, suppliers and service providers agree to this screening process, including the obligation to provide the information required to conduct the screening (see parts 1.1 and 1.2 above)

3. Supplier declaration

We, _____ (name of company) hereby declare that

- a) all of the information submitted in parts 1.1 and 1.2 above is true and complete;
- b) we are not in bankruptcy proceedings, in judicial insolvency proceedings, or in liquidation, and we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions;
- c) we have not received a sanction by legally binding judgment for reasons that bring into doubt our professional reliability;
- d) we comply with our duty to pay social insurance contributions, taxes, and other levies in accordance with the legal provisions of the jurisdiction in which we have our office, the jurisdiction of the consignee, and the jurisdiction where the contract is performed; we assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation, and occupational safety and health;
- e) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of another legal or natural person;
- f) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from any institutional donor involved in development cooperation, humanitarian assistance, or other public financing work (hereinafter "institutional donor");
- g) we are providing you with all the information required to participate in a tender, and all information submitted in relation to this tender is true and complete;
- h) in respect of contracts that are ultimately paid for out of the funds of an institutional donor, no one has accused us of breach of contract due to gross violation of our contractual obligations;
- i) we have not been excluded as a contract partner by any institutional donor due to ethical issues;
- j) in the event we are chosen as the supplier for any FDO/WHH project, we assure to FDO/WHH, to any institutional donor involved in the project, and to auditors engaged by either FDO/WHH or such institutional donor that they will have reasonable access on demand to our business and accounting documents for the purpose of checks and audits;
- k) we respect basic social rights and condemn child labour;
- l) we understand that FDO/WHH will conduct a check to ensure that neither our company nor our top four managing officials appear on any lists of known or suspected terrorists issued by our institutional donors or the governments of which they are a part;
- m) we support the goals of the UN Global Compact; and
- n) we act in accordance with the values of FDO/WHH Code of Conduct.

Location, Date

Name, Signature

Check List (Mandatory)

Before submitting quotation/bid, please check your documents and tick on check list!

Check List			
Sr. No	Documents	Attachment	
1	Copy of NTN & other Registration Documents	Yes	No
2	Quotation on Business Letter Head/RfQ	Yes	No
3	Cross Copy of CNIC	Yes	No
4	Bank Statement	Yes	No
4	Product Broachers (if any)	Yes	No
5	Sign & stamp on all documents	Yes	No
6	Information & Proof of Relevant Experience	Yes	No