

Request for Quotation

PROJECT MANAGEMENT UNIT

Balochistan Human Capital Investment Project

(PMU-BHCIP)

Education Component

Dec 2024

Procurement of Refreshment & Lunch for Facilitators & Teachers for Induction Training

Section 1

Request for Quotation

Dated: 16th December, 2024

Ref. No. PMU-BHCIP/RFQ/Services/2024/_____

To: _____

Address: _____

SUBJECT: REQUEST FOR QUOTATIONS FOR PROCUREMENT OF REFRESHMENT & LUNCH FOR FACILITATORS & TEACHERS FOR INDUCTION TRAINING

1. The Government of Balochistan has received a Grant from the World Bank, and intends to apply the proceeds of this grant to eligible payments for which this Request for Quotations is issued. This procurement process will be conducted in accordance with the Request for Quotation procurement method contained in the World Bank Procurement Regulations for Borrowers for Goods, Works, Non-Consulting and Consulting Services dated July 1, 2016; revised August 2018 and the procedures described herein.
2. You are invited to submit your price quotation(s) for **“Procurement of Refreshment & Lunch for Facilitators & Teachers for Induction Training”** for Balochistan Human Capital Investment Project: as per required specifications/requirements mentioned in Section III. You must quote for all the items under this Invitation. Price quotations will be evaluated for all the requirements together and Contract will be awarded to the firm offering the lowest evaluated total cost.
3. Your quotation(s) must be marked **“Procurement of Refreshment & Lunch for Facilitators & Teachers for Induction Training”**, PMU BHCIP, House No A-74, Chaman Housing Scheme, Airport Road Quetta.
4. **Submission of Quotations:** Quotations should be submitted to **The Administration Section of PMU BHCIP Balochistan Office.**
5. The deadline for receipt & submission of your quotation(s) is **before 10:30 am dated 23rd December, 2024.**
6. The Goods required are described below as per Technical Specifications at Annex-A:

Preparation of Quotations: You are requested to quote for the Goods/Services by completing, signing, stamping (Business Seal/Stamp) and returning:

1. Quotation and Schedule of Requirements and Technical Specifications, Annex-A;
2. Form of Quotation
3. The documents evidencing your eligibility, as listed below

Qualification of the Supplier: To qualify for award of PO, a Supplier shall meet the following minimum qualifying criteria:

- a) NTN Registration Certificate
- b) General Sales Tax Registration Certificate
- c) Relevant experience/Purchase Orders must be provided along with quotation
- d) As Supplier must have relevant experience in supplying, installing and providing after sales services of goods similar to the good mentioned herein or Services in case of Services Requirement.

The PMU may reject the Goods/Services, if they fail to conform to the Technical Specifications, in any test(s) or inspection(s) and the Supplier shall either replace the rejected Goods within working day.

Validity of Quotations: The quotation validity required is **30 days**.

Evaluation & Award: Quotations shall be compared after adding to the quoted price for goods/services, the estimated cost of inland transportation and insurance, if any, to the final destination. The lowest priced offer will be selected. The terms of the accepted offer shall be incorporated in a purchase order or brief contract and payment will be made in Pak Rupees

The PMU will award the PO to the Supplier whose Quotation has been determined to be substantially responsive to the RFQ and who has offered the lowest evaluated & responsive price. In evaluating the quotations, PMU will determine for each RFQ by adjusting any correction for any arithmetic errors.

Any deviation from the specification mentioned in RFQ shall be deemed as none-compliance with RFQ and will result in none-responsive offer and will be excluded from the process.

Delivery Period: Goods shall be delivered as per the schedule time time in RFQ Form.

Affidavit: They Offeror confirms that they are not; bankrupted, have been convicted of an offence concerning their professional conduct / grave professional misconduct, have been found guilty of fraud, corruption, involvement in a criminal or any other illegal activity and have fulfilled obligations of social security contributions and payment of taxes in accordance with the legal provisions of the country.

General Terms & Conditions

1. The Prices indicated in the Price Schedule shall be **Delivered Duty Paid (DDP)**. The price of other (incidental) services, if any, may be mentioned separately.
2. Prices shall be fixed and quoted price should be in Pak Rupees.
3. The quoted rates/prices must be inclusive of all Government admissible taxes.
4. **Payment:** In local currency (Pak Rupees) through Cross Cheque on Company/Firm Name, within 20 days, shall be paid upon issuance of Purchase Order and upon submission of claim valid until the goods are delivered against submission of Sales Tax Invoice and Delivery Challan.
5. The Offerors are requested to give their best and final prices as no negotiations are expected.
6. The Offeror is bound to provide free services during warranty period, where applicable.
7. PMU or its representative reserves the right to inspect the items of successful bidders for quality assurance.
8. RFQ does not constitute any commitment on part of PMU unless a written agreement is signed by both parties.

9. In case the supplies/services are delayed, PMU will impose penalty @ 0.5%/Day of the total PO price for each day of delay / for late completion of work, and if the fine reaches 10% of the total PO amount, the PO will be cancelled, and the firm may not be allowed to participate in future RFQ/IFQ.
10. The PMU, reserves the right to increase or decrease quantities of supplies/services.
11. The PMU reserves the right to accept or reject one or all the quotations either fully or partially without assigning any reason thereof.
12. Delivery shall be made to the delivery destination mentioned in schedule of requirement.
13. All the items will be inspected by our office and rejected items / not in line with specifications will be replaced by the vendor.

Any queries should be addressed to **The Administration Section** at the address given above. Please prepare and submit your quotation or inform the undersigned if you will not be submitting a quotation

Yours sincerely,

Senior Admin & Logistic Officer
Project Management Unit (BHCIP)

Annex-A:**QUOTATION & SCHEDULE OF REQUIREMENTS**

We offer to supply the required item/service listed below in accordance with the terms and conditions stated in the RFQ Document.

S. No	Description	Required Delivery Schedule	Delivery Locations
01	Procurement of Refreshment & Lunch For Facilitators & Teachers For Induction Training	12 Days (1 st January, 2024 to 14 th January, 2024)	Various locations as per list attached

S. No	Item	Specifications	Unit	No of Days (A)	No of Participants (B)	Unit Rate Per Day (C)	Total (A*B*C)
1	Refreshment & Lunch	Refreshment: Milk Tea, Biscuits, Cake and Patties Lunch: Qorma, Rice, Cold Drink Tin, Naan, Raita, Salad and Desert. The quality of food shall be fresh and high standard. -Refreshment items shall be served two times during all day session. -Mineral Water shall be served throughout session	Person	12	1016		
Total Amount							

Amount in Words: _____

Delivery Time: _____

RFQ Authorised by Company/Firm Name:

Name: _____

Signature: _____

Authorized for and on behalf of:

Company Name & Stamp: _____

NTN No: _____ GST No: _____

Date: _____