

# **Bidding Documents**

**For**

**National Competitive Bidding**

**Pakistan**

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## **Procurement of Goods Mobile Support Office Facility**

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### **PART TWO (PROCUREMENT SPECIFIC PROVISIONS)**

- Invitation for Bids (IFB)
- Bid Data Sheet (BDS)
- Special Conditions of Contract (SCC)
- Schedule of Requirements
- Technical Specifications
- Sample Form
- Eligibility

**June 2014**



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**Part Two**  
**Section I. Invitation for Bids**

## Invitation for Bids

Date: [date of issuance of IFB]

Grant No.: TF012516-PK

IFB N<sup>o</sup>:

1.The Provincial Government of Balochistan has received a Grant from the World Bank under the Multi Donor Trust Fund towards the cost of Balochistan Disaster Management Project. It is intended that part of the proceeds of this Grant will be applied to eligible payments under the contract for Institutional Strengthening of PDMA Balochistan.

2.The **PDMA Balochistan** now invites sealed bids from eligible bidders for the implementation of **Mobile Support Office Facility**.

S.No.	Description	Quantity
01	Mobile Support Office alongwith Vehicle for the PDMA Office	02

3.Interested eligible bidders may obtain further information from and inspect the bidding documents at **PDMA Office, Grain Silos, Shaikh Manda, Airport Road, Quetta. Phone: +92-81-2880245 Fax: +92-81-2880189.**

4.A complete set of bidding documents may be purchased by interested bidders on the submission of a written application to the above and upon payment of a nonrefundable fee of Rs. 3000.

5.The provisions in the Instructions to Bidders and in the General Conditions of Contract are the provisions of the World Bank Standard Bidding Documents: **Procurement of Goods for National Competitive Bidding, Pakistan, Part One.**

6.Bids must be delivered to **PDMA Office Grain Silos, Shaikh Manda, Airport Road, Quetta**, on or before 11:00am on 26<sup>th</sup> May 2015 and must be accompanied by a Bid Security of 2%.

7.Bids will be opened in the presence of bidders' representatives who choose to attend at 11:30am on 26<sup>th</sup> May 2015 at the offices of **PDMA Office Grain Silos, Shaikh Manda, Airport Road, Quetta.**

8. The bidders are requested to give their best and final prices as no negotiations are expected.

## Section II. Bid Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

<b>Introduction</b>	
<b>ITB 1.1</b>	<b>Name of Borrower.</b> Provincial Disaster Management Authority
<b>ITB 1.1</b>	Grant No. TF012516-PK
<b>ITB 1.1</b>	<b>Name of Project:</b> Balochistan Disaster Management Project
<b>ITB 1.1</b>	<b>Name of Contract.</b> Institutional Strengthening of PDMA Balochistan
<b>ITB 4.1</b>	<b>Name of Purchaser:</b> Director General, Balochistan Disaster Management Project.
<b>ITB 6.1</b>	<b>Purchaser's address, telephone, telex, and facsimile numbers.</b> PDMA Office, Grain Silos, Shaikh Manda, Airport Road, Quetta. Phone: +92-81-2880245 Fax: +92-81-2880189
<b>ITB 8.1</b>	<b>Language of the bid.</b> English

<b>Bid Price and Currency</b>	
<b>ITB 11.2</b>	The price quoted shall be " <b>Duty Delivered Paid</b> " (DDP) and inclusive of all Government taxes.
<b>ITB 11.5</b>	The price shall be ' <b>fixed</b> '. However any subsequent legislation enacted between bid opening and finalization of award that impacts the bid price would be duly accounted for

<b>Preparation and Submission of Bids</b>	
<b>ITB 13.3 (d)</b>	<p><b>Qualification requirements:</b></p> <p><b>Mobile Support Office Facility &amp; Services</b></p> <ul style="list-style-type: none"> <li>• Bidders must be a manufacturer or a direct authorized agent of the manufacturer of required equipment in Pakistan with a minimum of Ten (10) years of experience in manufacturing or supplies; as applicable. Agent should be in possession of a consistently valid Authorization Certificate for at least (1)</li> </ul>

	<p>year. Manufacturer/Supplier should have a documented track of completing at least five (5) similar assignments, during last 5 (five) years, involving the supply, installation, and provision of technical support for procurement of a comparable scale. They should have adequate current assets; at least three (3) times the amount of bid and sale volume of at least Rs 10 million in any of last 5 years. The interested bidder should have verifiable presence/support/branch offices in Quetta</p> <ul style="list-style-type: none"> <li>• Bidder should have currently valid Income Tax and Sales Tax registrations. Bidders offering deliveries later than stipulated deadline and not accepting stipulated payment terms will have their bid prices loaded by weightages as defined in Bid Data Sheet; as applicable.</li> <li>• Ability to provide support services for 03 (Three) years after the supply of Mobile Support Office Facility.</li> <li>• Proposed Bidder must have Skilled Human Resource (Team) for support of Mobile Support Office Facility.</li> </ul> <p>(Documentary Evidence e.g. Certificate, CVs, Resource Association with Bidder on Bidder Letter Head to be provided)</p>
<b>ITB 14.3 (b)</b>	Spare parts required for two (02) of years of operation.
<b>ITB 15.1</b>	<b>Amount of bid security.</b> 2% of Bid Amount
<b>ITB 16.1</b>	<b>Bid validity period.</b> No. of days 60
<b>ITB 17.1</b>	<b>Number of copies:</b> One original and one copy
<b>ITB 18.2 (a)</b>	<b>Address for bid submission.</b> PDMA Office Grain Silos, Shaikh Manda, Airport Road, Quetta
<b>ITB 18.2 (b)</b>	<b>IFB title and number.</b>
<b>ITB 19.1</b>	<b>Deadline for bid submission.</b> Before 11:00 am on 26th May, 2015
<b>ITB 22.1</b>	<b>Time, date, and place for bid opening.</b> 11:30am, 26 <sup>th</sup> May 2015 at PDMA Office Grain Silos, Shaikh Manda, Airport Road, Quetta

### Bid Evaluation

#### **Mandatory Requirements**

The bids must comply to the following Mandatory Requirements. Bids deviating from or not complying to the Mandatory Requirements shall be

rejected.		
<b>ITB 25.4 (b) ii</b>	<ul style="list-style-type: none"> <li>• Delivery Schedule</li> </ul>	To be shipped within the period specified in Bid Data Sheet.
<b>ITB 25.4 (c) i</b>	<ul style="list-style-type: none"> <li>• Payment Schedule</li> </ul>	Bid to be evaluated on the basis of the base price.
<b>ITB 25.4 (d) i</b>	<ul style="list-style-type: none"> <li>• Cost of Spare Parts</li> </ul>	The cost of major assemblies, components and selected spare parts to be clearly shown by the bidder in the bid separately and form part of the total bid price.
<b>ITB 25.4 (g) ii</b>	<ul style="list-style-type: none"> <li>• Performance &amp; Productivity</li> </ul>	To conform to the Technical Specifications.
Bids complying to all above mandatory requirements shall be evaluated on the Least Cost basis.		

<b>Contract Award</b>	
<b>ITB 29.1</b>	15% of quantity increase or decrease



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## **Section III. Special Conditions of Contract**

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## Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

### 1. Definitions (GCC Clause 1)

GCC 1.1 (g)—The Purchaser is: Director General, Balochistan Disaster Management Project.

GCC 1.1 (h)—The Purchaser's country is: Islamic Republic of Pakistan

GCC 1.1 (i)—The Supplier is:

GCC 1.1 (j)—The Project Site is: PDMA Balochistan Office

### 2. Country of Origin (GCC Clause 3)

All countries and territories as indicated in Part Two Section VI of the bidding documents, "Eligibility for the Provisions of Goods, Works, and Services in Bank-Financed Procurement".

### 3. Performance Security (GCC Clause 7)

GCC 7.1—The amount of performance security, as a percentage of the Contract Price, shall be: 5%

GCC 7.4—After delivery and acceptance of the Goods, the performance security shall be reduced to two (2) percent of the Contract Price to cover the Supplier's warranty obligations in accordance with Clause GCC 15.2.

### 4. Delivery and Documents (GCC Clause 10)

GCC 10.3—Upon delivery, the Supplier shall notify the Purchaser the full details of the shipment, including Contract number, description of Goods, quantity and usual transport document. The Supplier shall provide the following documents to the Purchaser:

- (i) Copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;

- (ii) Original and a copy of Delivery Note which the buyer may require to take the goods;
- (iii) Copies of the packing list identifying contents of each package;
- (v) Manufacturer's or Supplier's warranty certificate;
- (vii) Certificate of origin.

## **5. Insurance (GCC Clause 11)**

GCC 11.1— The Goods supplied under the Contract shall be delivered duty paid (DDP) under which risk is transferred to the buyer after having been delivered, hence insurance coverage is seller's responsibility. Since the Insurance is seller's responsibility they may arrange appropriate coverage.

## **6. Incidental Services (GCC Clause 13)**

GCC 13.1—Incidental services to be provided by the Supplier are:

- (a) Performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) Furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- (d) Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- (e) Training of the Purchaser's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- (f) Prices for incidental services should be included in the Contract Price for the Goods

## **7. Spare Parts (GCC Clause 14)**

GCC 14.1—Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods. Other spare parts and components shall be supplied as promptly as possible, but in any case within one (01) month of placing the order and opening the letter of credit.

**8. Warranty (GCC Clause 15)**

GCC 15.4 & 15.5—The period for correction of defects in the warranty period is: Three (03) days

**9. Payment (GCC Clause 16)**

GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

**Payment for Goods supplied:**

Payment shall be made in Pak. Rupees in the following manner:

- (i) **Advance Payment:** Ten (10) percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of unconditional bank guarantee for equivalent amount valid until the Goods are delivered and in the form provided in the bidding documents or another form acceptable to the Purchaser.
- (ii) **On Delivery:** Eighty (80) percent of the Contract Price of the Goods delivered shall be paid, upon submission of documents specified in GCC Clause 10.
- (iii) **On Acceptance:** Ten (10) percent of the Contract Price of Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Purchaser.

Payment of local currency portion shall be made in Pak Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed.

**10. Liquidated Damages (GCC Clause 23)**

GCC 23.1—Applicable rate: 0.5% per week

Maximum deduction: 10% of contract price

**11. Resolution of Disputes (GCC Clause 28)**

GCC 28.3—The dispute resolution mechanism to be applied pursuant to GCC Clause 28.2 shall be as follows:

In the case of a dispute between the Purchaser and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Islamic Republic of Pakistan under Arbitration Act of 1940.

**12. Governing Language (GCC Clause 29)**

GCC 29.1—The Governing Language shall be: English

**13. Applicable Law (GCC Clause 30)**

GCC 30.1-The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan, which includes the following legislation:

**The Employment of Children (ECA) Act 1991**  
**The Bonded Labor System (Abolition) Act of 1992**  
**The Factories Act 1934**

**14. Notices (GCC Clause 31)**

GCC 31.1—Purchaser’s address for notice purposes:

**PDMA Office**  
**Grain Silos, Shaikh Manda, Airport Road, Quetta.**  
**Phone: +92-81-2880245 Fax: +92-81-2880189**

—Supplier’s address for notice purposes:

## Section IV. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date, which is the date of delivery required.

<b>S.No.</b>	<b>Description</b>	<b>Qty</b>	<b>Required Delivery Schedule from the Date of Notification of Award</b>	<b>Location</b>
01	Mobile Support Office alongwith Vehicle	02	08 to 10 Weeks	PDMA

## Section V. Technical Specifications

S.No	Item Description	Compliance Yes/No	Qty	Rate	Amount	Remarks
<b>01</b>	<p><b>Mobile Support Office on In House Available Trucks of PDMA</b></p> <p>Body Super Structure            Type : Single deck skeleton type bus body            Body Frame : Principal frame work of hollow square and Rectangular Galvanized steel tubes.</p> <p>Body Paneling            Front /Rear Panels : Fiber glass moulded panel.            Exterior Side Panels : M.S Steel sheet.            Exterior Roofing : M.S Steel sheet.            Insides Paneling : FRP or MDF.            Insides Ceiling : FRP or MDF.            Insides Partition : MDF dual side laminated.            Heat insulation : Glass wool/ Thermopol.</p> <p>Doors            Passenger doors One no. folding type Pneumatically Operated door with Tinted Toughened glasses. At front over hang.            Door Entrance : 2 or 3 steps covered with Aluminum Chequered Plate.            Emergency door : Easily accessible door equipped on driver side with Fix Tinted Toughened glasses.</p> <p>SEATS &amp; COUCHES            Capacity &amp; Type : 02 Nos. fully foam cushioned with combined bottom and Individual Backrest, covered with</p>		01			



S.No	Item Description	Compliance Yes/No	Qty	Rate	Amount	Remarks
	<p>Rexene : 04 Nos. Sofa fully foam cushioned covered with Cloth / Rexene.</p> <p>Driver Seat : Adjustable Reclining Seat with safety belt.</p> <p>Bed/Couches : 02 nos. fully foam cushioned Bunk bed with safety side rail with ladder, Sliding drawer under bed.</p> <p>Exterior Fitting</p> <p>Front /Rear bumper : Fiberglass molded bumpers with steel reinforcement.</p> <p>Rear view Mirrors : Convex type with under view mirror.</p> <p>Towing Hook : One at front.</p> <p>Spare Wheel Carrier : Under the chassis with lifting arrangement.</p> <p>Battery Compartment : Provided L/H side with sliding tray and lockable lid.</p> <p>Route board : Front &amp; rear with lights arrangement.</p> <p>Mud flaps : Complete set.</p> <p>Carpet on engine bonnet : 1 no.</p> <p>Handle : Provided both end for cleaning wind screen.</p> <p>Inspection/service lids : provided for transmission /fuel Tank/AC and engine where necessary.</p> <p>Roof Ventilator : 3 No at suitable places.</p> <p><b>Interior fittings</b></p> <p>Doorway support pipes : S.Steel pipes.</p> <p>Ceiling grab rail : S.Steel pipes</p> <p>Ceiling grab handles: According to placement.</p> <p>Compartment mirror : One near front bulkhead</p> <p>Dashboard : FRP molded panel with leather texture.</p>					

S.No	Item Description	Compliance Yes/No	Qty	Rate	Amount	Remarks
	<p>Driver's partition: 1 No behind driver seat.  Fabric curtains: For all windows.  A/C Ducting : FRP molded panel with leather texture.  Air Louver : For Driver and According to placement.  Document box: 1 No.  Sun visor : One for driver  Fire Extinguisher : 2 No  First Aid box: 1 No  Floor : Plywood 19mm with Undercoating  Flooring : PVC Floor Mat.  Cabinets: 01 no.</p> <p><b>Interior Partition</b>  Partition: Complete one partition behind driver with sliding door.  Toilet &amp; washroom: Provided one no, with all accessories (waste and fresh water tank).</p> <p><b>Electrical Equipment</b>  Front head light : 4 No Sealed beam type.  Indicators : 2 No at front and 2nos at rear.  Side Indicators: 4 No at Wheels arch.  Rear/ Back lights : 2 No stop /tail lights with reflectors.  Roof indicator lights. : 2 No at front, and 2 # at rear.  Room lights : Tube/LED lights type 24V DC.  Room lights : Tube/LED lights type 220v AC.  Reverse light : 2 No rear.  Digital Clock: 1 No 24V, 12 hours.  CD/Cassette Player: 1 No with FM Radio and 4 No speakers.  TV: LED Tv 01 no 24".  Fog lamp : 2 No at front.  Step light : 1 No on Passenger doors.  Wipers and washers : Electrically operated large size wipers at front with Windshield washers</p> <p>Refrigerator: 1 No.</p>					

S.No	Item Description	Compliance Yes/No	Qty	Rate	Amount	Remarks
	<p>UPS: Pure sign wave ups 24volt as per load, with separate batteries.</p> <p>Paint : All part anti rust treatment prior to applying 2k primer.</p> <p>Exterior: 2k primer applied prior to final paint, color scheme as per customer requirement design paint in 2k system.</p> <p>Generator: Provided 01 No, 5 to7 KVA patrol engine, self start.</p> <p>Room Heater : Provided (Floor Mounting type).</p> <p>Air Conditioner (Complete Unit) : 20,000~24000 Kcal/h, (Separate Diesel Engine Driven</p> <p>Complete wash room with English and Indian W.C with sewer system.</p> <p>03 to 06 bed Capacity with Matrix Foam.</p> <p>Computer alongwith Computer Table with UPS Facility.</p> <p>Clean Drinking Water Tank with Plumbing System. Complete.</p> <p>Alternate Power system like Solar and any other solutions.</p> <p>In House complete Fixtures with all lighting arrangements.</p>					
02	<p><b>Mobile Support Office alongwith Vehicle</b></p> <p>Body Super Structure Type : Single deck skeleton type bus body</p> <p>Body Frame : Principal frame work of hollow square and Rectangular Galvanized steel tubes.</p> <p>Body Paneling</p> <p>Front /Rear Panels : Fiber glass moulded panel.</p> <p>Exterior Side Panels : M.S Steel sheet.</p>		01			

S.No	Item Description	Compliance Yes/No	Qty	Rate	Amount	Remarks
	<p>Exterior Roofing : M.S Steel sheet.  Insides Paneling : FRP or MDF.  Insides Ceiling : FRP or MDF.  Insides Partition : MDF dual side laminated.  Heat insulation : Glass wool/ Thermopol.</p> <p>Doors</p> <p>Passenger doors One no. folding type  Pneumatically  Operated door with  Tinted  Toughened glasses.  At front over hang.</p> <p>Door Entrance : 2 or 3 steps  covered with  Aluminum  Chequered Plate.</p> <p>Emergency door : Easily accessible  door equipped on  driver side with  Fix Tinted  Toughened glasses.</p> <p>Drive door : Flap type with  window single  sliding toughened  Tinted Glasses.</p> <p>Wind Screen &amp; windows</p> <p>Front wind screen : 2 pieces clear safety  laminated triplex curved glasses.</p> <p>Side Windows : Aluminum window frame  fitted with Tinted Toughened  Glasses upper 1/3 fixes and half of  lower single sliding.</p> <p>SEATS &amp; COUCHES</p> <p>Capacity &amp; Type : 02 Nos. fully foam  cushioned with combined  bottom and Individual  Backrest, covered with  Rexene  : 04 Nos. Sofa fully foam  cushioned covered with  Cloth / Rexene.</p> <p>Driver Seat : Adjustable Reclining Seat</p>					

S.No	Item Description	Compliance Yes/No	Qty	Rate	Amount	Remarks
	<p>with safety belt.            Bed/Couches : 02 nos. fully foam cushioned Bunk bed with safety side rail with ladder, Sliding drawer under bed.</p> <p>Exterior Fitting            Front /Rear bumper : Fiberglass molded bumpers with steel reinforcement.            Rear view Mirrors : Convex type with under view mirror.            Towing Hook : One at front.            Spare Wheel Carrier : Under the chassis with lifting arrangement.            Battery Compartment : Provided L/H side with sliding tray and lockable lid.            Route board : Front &amp; rear with lights arrangement.            Mud flaps : Complete set.</p> <p>FRP Wheel caps : One set.            Carpet on engine bonnet : 1 no.            Handle : Provided both end for cleaning wind screen.            Inspection/service lids : provided for transmission /fuel Tank/AC and engine where necessary.</p> <p>Roof Ventilator : 3 No at suitable places.</p> <p><b>Interior fittings</b>            Doorway support pipes : S.Steel pipes.            Ceiling grab rail : S.Steel pipes            Ceiling grab handles: According to placement.            Compartment mirror : One near front bulkhead            Dashboard : FRP molded panel with leather texture.            Driver's partition: 1 No behind driver seat.            Fabric curtains: For all windows.            A/C Ducting : FRP molded panel with leather texture.</p>					

S.No	Item Description	Compliance Yes/No	Qty	Rate	Amount	Remarks
	<p>Air Louver : For Driver and According to placement.  Document box: 1 No.  Sun visor : One for driver  Fire Extinguisher : 2 No  First Aid box: 1 No  Floor : Plywood 19mm with Undercoating  Flooring : PVC Floor Mat.  Cabinets: 01 no.</p> <p><b>Interior Partition</b>  Partition: Complete one partition behind driver with sliding door.  Toilet &amp; washroom: Provided one no, with all accessories (waste and fresh water tank).</p> <p><b>Electrical Equipment</b>  Front head light : 4 No Sealed beam type.  Indicators : 2 No at front and 2nos at rear.  Side Indicators: 4 No at Wheels arch.  Rear/ Back lights : 2 No stop /tail lights with reflectors.  Roof indicator lights. : 2 No at front, and 2 # at rear.  Room lights : Tube/LED lights type 24V DC.  Room lights : Tube/LED lights type 220v AC.  Reverse light : 2 No rear.  Digital Clock: 1 No 24V, 12 hours.  CD/Cassette Player: 1 No with FM Radio and 4 No speakers.  TV: LED Tv 01 no 24".  Fog lamp : 2 No at front.  Step light : 1 No on Passenger doors.  Wipers and washers : Electrically operated large size wipers at front with Windshield washers</p> <p>Refrigerator: 1 No.</p> <p>UPS: Pure sign wave ups 24volt as per load, with separate batteries.</p>					

S.No	Item Description	Compliance Yes/No	Qty	Rate	Amount	Remarks
	<p>Paint : All part anti rust treatment prior to applying 2k primer.</p> <p>Exterior: 2k primer applied prior to final paint, color scheme as per customer requirement design paint in 2k system.</p> <p>Generator: Provided 01 No, 5 to7 KVA patrol engine, self start.</p> <p>Room Heater : Provided (Floor Mounting type).</p> <p>Air Conditioner (Complete Unit) : 20,000~24000 Kcal/h, (Separate Diesel Engine Driven</p> <p>Complete wash room with English and Indian W.C with sewer system.</p> <p>03 to 06 bed Capacity with Matrix Foam.</p> <p>Computer alongwith Computer Table with UPS Facility.</p> <p>Clean Drinking Water Tank with Plumbing System. Complete.</p> <p>Alternate Power system like Solar and any other solutions.</p> <p>In House complete Fixtures with all lighting arrangements.</p>					

## Section VI. Sample Forms

### Notes on the Sample Forms

The Bidder shall complete and submit with its bid the **Bid Form** and **Price Schedules** pursuant to ITB Clause 9 and in accordance with the requirements included in the bidding documents.

When requested in the Bid Data Sheet, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Purchaser, pursuant to ITB Clause 15.3.

The **Contract Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted bid resulting from price corrections pursuant to ITB Clause 16.3 and GCC Clause 17, acceptable deviations (e.g., payment schedule pursuant to ITB Clause 25.4 (c), spare parts pursuant to ITB Clause 25.4 (d), or quantity variations pursuant to ITB Clause 29). The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The **Performance Security** and **Bank Guarantee for Advance Payment** forms should not be completed by the bidders at the time of their bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Purchaser and pursuant to GCC Clause 7.3 and SCC 11, respectively.

The **Manufacturer's Authorization** form should be completed by the Manufacturer, as appropriate, pursuant to ITB Clause 13.3 (a).



## Sample Forms

1. BID FORM AND PRICE SCHEDULES.....	24
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## 1. Bid Form and Price Schedules

Date: \_\_\_\_\_  
 Grant No.: TF012516-PK  
 IFB N<sup>o</sup>: \_\_\_\_\_

To:  
 Procurement Officer,  
 Balochistan Disaster Management Project

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and implementation of Mobile Support Office Facility in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "none")

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**Price Schedule in Pak. Rupees**

Name of Bidder \_\_\_\_\_ . IFB Number . Page of .

1	2	3	4	5	6	7
Item	Description	Country of origin	Quantity	Unit price DDP named place	Total DDP per item	Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required <sup>3</sup>
01	<p><b>Mobile Support Office on In House Available Trucks of PDMA</b>  Body Super Structure  Type : Single deck skeleton type bus body  Body Frame : Principal frame work of hollow square and Rectangular Galvanized steel tubes.  Body Paneling  Front /Rear Panels : Fiber glass moulded panel.  Exterior Side Panels : M.S Steel sheet.  Exterior Roofing : M.S Steel sheet.  Insides Paneling : FRP or MDF.  Insides Ceiling : FRP or MDF.  Insides Partition : MDF dual side laminated.  Heat insulation : Glass wool/ Thermopol.</p> <p>Doors  One no. folding type Pneumatically Operated door with Tinted Toughened glasses. At front over hang.  Door Entrance : 2 or 3 steps covere</p>		01			

1 Item	2 Description	3 Country of origin	4 Quantity	5 Unit price DDP named place	6 Total DDP per item	7 Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required <sup>3</sup>
	<p>ed with Alumi num Chequ ered Plate. Easily accessible door equipped on driver side with Fix Tinted Toughened glasses.</p> <p>SEATS &amp; COUCHES Capacity &amp; Type : 02 Nos. fully foam cushioned with combined bottom and Individual Backrest, covered with Rexene : 04 Nos. Sofa fully foam cushioned covered with Cloth / Rexene. Driver Seat : Adjustable Reclining Seat with safety belt. Bed/Couches : 02 nos. fully foam cushioned Bunk bed with safety</p>					

1 Item	2 Description	3 Country of origin	4 Quantity	5 Unit price DDP named place	6 Total DDP per item	7 Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required <sup>3</sup>
	<p>side rail with ladder, Sliding drawer under bed.</p> <p>Exterior Fitting</p> <p>Front /Rear bumper : Fiberglass molded bumpers with steel reinforcement</p> <p>Rear view Mirrors : Convex type with under view mirror.</p> <p>Towing Hook : One at front.</p> <p>Spare Wheel Carrier : Under the chassis with lifting arrangement.</p> <p>Battery Compartment : Provided L/H side with sliding tray and lockable lid.</p> <p>Route board : Front &amp; rear with lights arrangement.</p> <p>Mud flaps : Complete set.</p> <p>Carpet on engine bonnet : 1 no.</p> <p>Handle : Provided both end for cleaning wind screen.</p> <p>Inspection/service lids : provided for transmission /fuel Tank/AC and engine where necessary.</p>					

1 Item	2 Description	3 Country of origin	4 Quantity	5 Unit price DDP named place	6 Total DDP per item	7 Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required <sup>3</sup>
	<p>Roof Ventilator : 3 No at suitable places.</p> <p><b>Interior fittings</b>                      Doorway support pipes : S.Steel pipes.                      Ceiling grab rail : S.Steel pipes                      Ceiling grab handles: According to placement.                      Compartment mirror : One near front bulkhead                      Dashboard : FRP molded panel with leather texture.                      Driver's partition: 1 No behind driver seat.                      Fabric curtains: For all windows.                      A/C Ducting : FRP molded panel with leather texture.                      Air Louver : For Driver and According to placement.                      Document box: 1 No.                      Sun visor : One for driver                      Fire Extinguisher : 2 No                      First Aid box: 1 No                      Floor : Plywood 19mm with Undercoating                      Flooring : PVC Floor Mat.                      Cabinets: 01 no.</p> <p><b>Interior Partition</b>                      Partition: Complete one partition behind driver with sliding door.                      Toilet &amp; washroom: Provided one no, with all accessories (waste and fresh water tank).</p> <p><b>Electrical Equipment</b>                      Front head light : 4 No</p>					

1 Item	2 Description	3 Country of origin	4 Quantity	5 Unit price DDP named place	6 Total DDP per item	7 Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required <sup>3</sup>
	<p>Sealed beam type. Indicators : 2 No at front and 2nos at rear. Side Indicators: 4 No at Wheels arch. Rear/ Back lights : 2 No stop /tail lights with reflectors. Roof indicator lights. : 2 No at front, and 2 # at rear. Room lights : Tube/LED lights type 24V DC. Room lights : Tube/LED lights type 220v AC. Reverse light : 2 No rear. Digital Clock: 1 No 24V, 12 hours. CD/Cassette Player: 1 No with FM Radio and 4 No speakers. TV: LED Tv 01 no 24". Fog lamp : 2 No at front. Step light : 1 No on Passenger doors. Wipers and washers : Electrically operated large size wipers at front with Windshield washers</p> <p>Refrigerator: 1 No.</p> <p>UPS: Pure sign wave ups 24volt as per load, with separate batteries.</p> <p>Paint : All part anti rust treatment prior to applying 2k primer.</p> <p>Exterior: 2k primer applied prior to final paint, color scheme as per customer requirement design paint in 2k system.</p>					



1 Item	2 Description	3 Country of origin	4 Quantity	5 Unit price DDP named place	6 Total DDP per item	7 Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required <sup>3</sup>
	<p>Generator: Provided 01 No, 5 to7 KVA patrol engine, self start.</p> <p>Room Heater : Provided (Floor Mounting type).</p> <p>Air Conditioner (Complete Unit) : 20,000~24000 Kcal/h, (Separate Diesel Engine Driven</p> <p>Complete wash room with English and Indian W.C with sewer system.</p> <p>03 to 06 bed Capacity with Matrix Foam.</p> <p>Computer alongwith Computer Table with UPS Facility.</p> <p>Clean Drinking Water Tank with Plumbing System.</p> <p>Complete.</p> <p>Alternate Power system like Solar and any other solutions.</p> <p>In House complete Fixtures with all lighting arrangements.</p>					
	<p><b>Mobile Support Office alongwith Vehicle</b></p> <p>Body Super Structure Type : Single deck skeleton type bus body</p> <p>Body Frame : Principal frame work of hollow square and Rectangular Galvanized steel tubes.</p> <p>Body Paneling</p> <p>Front /Rear Panels : Fiber glass moulded panel.</p> <p>Exterior Side Panels : M.S Steel sheet.</p> <p>Exterior Roofing : M.S Steel</p>					

1 Item	2 Description	3 Country of origin	4 Quantity	5 Unit price DDP named place	6 Total DDP per item	7 Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required <sup>3</sup>
	<p>sheet.  Insides Paneling : FRP or  MDF.  Insides Ceiling : FRP or  MDF.  Insides Partition : MDF dual side  laminated.  Heat insulation : Glass  wool/ Thermopol.</p> <p>Doors  Passenger doors One no. folding  type Pneumatically  Operated door with  Tinted Toughened  glasses. At front over  hang.  : 2 or 3 steps covered with  Aluminum Chequered  Plate.  Emergency door: Easily accessible  door equipped on  driver side with  Fix  Tinted Toughened  glasses.  : Flap type with window single  sliding toughened  Tinted Glasses.  Wind Screen &amp;  windows  Front wind screen  : 2 pieces clear safety  laminated triplex  curved glasses.</p> <p>Side Windows : Aluminum  window frame fitted  with Tinted  Toughened Glasses  upper 1/3 fixes and</p>					

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	<p>half of lower single sliding. SEATS &amp; COUCHES Capacity &amp; Type : 02 Nos. fully foam cushioned with combined bottom and Individual Backrest, covered with Rexene : 04 Nos. Sofa fully foam cushioned covered with Cloth / Rexene. Driver Seat : Adjustable Reclining Seat with safety belt. Bed/Couches : 02 nos. fully foam cushioned Bunk bed with safety side rail with ladder, Sliding drawer under bed.  Exterior Fitting Front /Rear bumper : Fiberglass molded bumpers with steel reinforcement. Rear view Mirrors : Convex type with under view mirror. Towing Hook : One at front. Spare Wheel Carrier : Battery Compartment : Provided L/H side with sliding tray and lockable lid. Route board : Front &amp; rear with lights arrangement. Mud flaps : Complete set.  FRP Wheel caps : One set.</p>					

1 Item	2 Description	3 Country of origin	4 Quantity	5 Unit price DDP named place	6 Total DDP per item	7 Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required <sup>3</sup>
	<p>Carpet on engine bonnet : 1 no. Handle : Provided both end for cleaning wind screen. Inspection/service lids : provided for transmission /fuel Tank/AC and engine where necessary.</p> <p>Roof Ventilator : 3 No at suitable places.</p> <p><b>Interior fittings</b> Doorway support pipes : S.Steel pipes. Ceiling grab rail : S.Steel pipes Ceiling grab handles: According to placement. Compartment mirror : One near front bulkhead Dashboard : FRP molded panel with leather texture. Driver's partition: 1 No behind driver seat. Fabric curtains: For all windows. A/C Ducting : FRP molded panel with leather texture. Air Louver : For Driver and According to placement. Document box: 1 No. Sun visor : One for driver Fire Extinguisher : 2 No First Aid box: 1 No Floor : Plywood 19mm with Undercoating Flooring : PVC Floor Mat.</p>					

1 Item	2 Description	3 Country of origin	4 Quantity	5 Unit price DDP named place	6 Total DDP per item	7 Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required <sup>3</sup>
	<p>Cabinets: 01 no.</p> <p><b>Interior Partition</b> Partition: Complete one partition behind driver with sliding door. Toilet &amp; washroom: Provided one no, with all accessories (waste and fresh water tank).</p> <p><b>Electrical Equipment</b> Front head light : 4 No Sealed beam type. Indicators : 2 No at front and 2nos at rear. Side Indicators: 4 No at Wheels arch. Rear/ Back lights : 2 No stop /tail lights with reflectors. Roof indicator lights. : 2 No at front, and 2 # at rear. Room lights : Tube/LED lights type 24V DC. Room lights : Tube/LED lights type 220v AC. Reverse light : 2 No rear. Digital Clock: 1 No 24V, 12 hours. CD/Cassette Player: 1 No with FM Radio and 4 No speakers. TV: LED Tv 01 no 24". Fog lamp : 2 No at front. Step light : 1 No on Passenger doors. Wipers and washers : Electrically operated large size wipers at front with Windshield washers</p> <p>Refrigerator: 1 No.</p> <p>UPS: Pure sign wave ups 24volt as</p>					

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	<p>per load, with separate batteries.</p> <p>Paint : All part anti rust treatment prior to applying 2k primer.</p> <p>Exterior: 2k primer applied prior to final paint, color scheme as per customer requirement design paint in 2k system.</p> <p>Generator: Provided 01 No, 5 to7 KVA patrol engine, self start.</p> <p>Room Heater : Provided (Floor Mounting type).</p> <p>Air Conditioner (Complete Unit) : 20,000~24000 Kcal/h, (Separate Diesel Engine Driven</p> <p>Complete wash room with English and Indian W.C with sewer system.</p> <p>03 to 06 bed Capacity with Matrix Foam.</p> <p>Computer alongwith Computer Table with UPS Facility.</p> <p>Clean Drinking Water Tank with Plumbing System.</p> <p>Complete.</p> <p>Alternate Power system like Solar and any other solutions.</p> <p>In House complete Fixtures with all lighting arrangements.</p>					

Signature of Bidder \_\_\_\_\_

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.

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<sup>3</sup> Must be included if required under ITB 11.2

## 2. Bid Security Form

Whereas *[name of the Bidder]* (hereinafter called “the Bidder”) has submitted its bid dated *[date of submission of bid]* for the supply of Mobile Support Office Facility (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that WE*[name of bank]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called “the Bank”), are bound unto Procurement Officer, Balochistan Disaster Management Project (hereinafter called “the Purchaser”) in the sum of for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

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*[signature of the bank]*



### 3. Contract Form

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ between Project Director, Balochistan Disaster Management Project (hereinafter called “the Purchaser”) of the one part and [name of Supplier]of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., Mobile Support Office Facility and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Purchaser’s Notification of Award.

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Purchaser)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

## 4. Performance Security Form

To:

Procurement Officer  
Balochistan Disaster Management Project

WHEREAS *[name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated \_\_\_\_\_ 19\_\_\_\_ to supply and implement Mobile Support Office Facility (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_\_.

Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

## 5. Bank Guarantee for Advance Payment

To:

Procurement Officer  
Balochistan Disaster Management Project

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called “the Supplier”) shall deposit with the Purchaser a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Purchaser on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Purchaser and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

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*[name of bank or financial institution]*

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*[address]*

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*[date]*

## 6. Manufacturer's Authorization Form

[See Clause 13.3 (a) of the Instructions to Bidders.]

To:

Procurement Officer,  
Balochistan Disaster Management Project

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a bid, and subsequently negotiate and sign the Contract with you against IFB No. *[reference of the Invitation to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Bids.

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*[signature for and on behalf of Manufacturer]*

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid.