



Tender Number: AcCESS/2019/05/001

NOTE: The tender is open for any legal persons with proven track record and experience in Provision of food & catering services and holder of a valid license for Food Safety and Halal Food issued by the “KP FOOD SAFETY & HALAL FOOD AUTHORITY¹” at multiple locations preferably in training events, workshops and seminars.

General Description:

The project Access for Out of School Children to Education and Safe Schools in Pakistan (AcCESS) is co-funded by the European Union Civil Protection and Humanitarian aid Operations department (ECHO), Austrian Development Cooperation (ADC) and HOPE'87. HOPE'87 is implementing the project together with National Commission for Human Development (NCHD) and Elementary & Secondary Education Foundation (E&SEF) in Khyber Pakhtunkhwa Province.

Tender Description:

It is required to procure services of any qualified legal persons for provision of food & catering services in different types of training under the aforementioned project in different Districts of Khyber Pakhtunkhwa including; 1) LOT 1: Teachers trainings (39 events and of 7 days each) and 2) Social Mobilization Trainings (104 events of 3 Days each). The tender documents comprise of the following:

1. General Conditions
2. Technical Specifications
3. Annex A Checklist
4. Annex B – Lot 1 Financial quote format (teacher training)
5. Annex C – Lot 2 Financial quote format (social mobilizer training)

General Conditions:

1. Bidder should be registered with the income tax and sales tax department, preferably with active tax-payer status. Bids from the bidders not registered with the tax departments as mentioned above will not be entertained.
2. Bidders can submit their quotes for both or any one of the LOTs mentioned above.
3. Bid must be accompanied with the bidder's profile together with documentary evidence of past experience and/or certificates.
4. The currency of the bid shall be Pakistani Rupee.
5. Overwriting/cross outs/correction fluid will render the bid invalid.
6. The bids must be submitted in sealed envelopes. Bid in an unsealed envelop may be treated as invalid bid.
7. The rates/price shall be quoted on **FOR SITE** basis. The price quoted shall cover all obligations till the point of delivery (that is training sites as per Annex B and Annex C) including but not limited to all the applicable taxes.
8. Costs involved in the preparation of the bid shall be the sole liability of the bidder and under no circumstances a claim for reimbursement of the same will be entertained by HOPE'87 Pakistan or its partners.

¹ <https://kpfsa.gov.pk/license.php>



9. No bid can be withdrawn after the submission deadline mentioned here-in-below. Any such request will result in forfeiture of the bid security.
10. A bid security equal to 2% of total bid amount in the form of demand draft / pay order from any scheduled bank favoring "HOPE'87 Pakistan" shall accompany the bid. Any bid received without bid security shall be rejected. Bid security other than the form mentioned above shall not be acceptable and shall render the bid invalid.
11. Prices quoted should be valid for a period of minimum 60 days from the date of submission of tender.
12. The Bidder must be clear from the US sanction list.
13. The Bidder can also mention any specific condition, which shall be taken into consideration before the award of supply orders.
14. The Bidder shall ensure that he/she gives the same access, especially with regard to financial and accounting documents to the DONOR representatives as the BUYER.
15. The bidder undertakes and acknowledges to practice sound business ethics, including but not limited to:
 - a. Promote fair, ethical and legal trade practices (including transportation and cargo);
 - b. Ensure that no child labor is in any case involved by producing the goods or services;
 - c. Everything possible is done to ensure no fraud or corruption in any case in line with the BUYER'S policy on fraud and corruption which has a commitment to "zero tolerance with fraud, sexual harassment and corruption".
 - d. Ensure that the operations of the producer of goods, supplies, works or the service provider (as the case may be) are environment friendly.
 - e. Ensure compliance to humanitarian principle of neutrality;
 - f. Accord prompt and courteous reception in an atmosphere of good faith and equal treatment, devoid of intentional misrepresentation;
 - g. Treat all information received from BUYER in the strictest confidence. Guarantee the confidentiality of all specifications and price quotations received;
 - h. Decline to take advantage of BUYER'S errors and show cooperation;
 - i. Avoid causing needless expenses or inconvenience when requesting offers/proposals;
 - j. Declare "for information purposes only" if the request will not result in the award of a contract;
 - k. Ensures that HOPE'87, NCHD and E&SEF and donors remain absolutely free from any obligations to any vendor;
 - l. Everything possible is done to ensure no fraud or corruption in any case;
 - m. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with the BUYER.
16. The HOPE'87 anti-fraud policy and the HOPE'87 complaints procedures governing this tender can be obtained by emailing at ahmed@hope87.org from HOPE'87 Pakistan up to two weeks after the tender period.
17. In case of grievance bidders can contact HOPE'87 HQ up to two weeks after termination of the tender period under the following e-mail address, by stating PK and the tender number: educonsu@outlook.de.
18. Any queries in regard to this tender can be sent to dawood@hope87.org by **Wednesday May 29th 2019**; response to all queries will be uploaded on HOPE'87 website latest by **May 31st, 2019**. Individual response to queries will not be sent to any party.
19. HOPE'87 reserves the right to select one or more Bidder, part of offer of selected tender or without explanation cancel the tender without selecting any offer. The tender announcement or advertisement is not the offer for procurement in legal understanding of



law and cannot be a basis to lodge any claims or complaints against ECHO, ADC, E&SEF, NCHD and HOPE'87.

20. The bids shall be evaluated within 60 days of the submission deadline.
21. During evaluation after opening of bids till the award of the contract HOPE'87 Pakistan shall be at liberty to correct any arithmetic error/discrepancy detected and recalculate the price. In the event of a calculation error, the unit price will prevail. The corrected total shall be the bid price. HOPE'87 Pakistan however does not take any responsibility if such an error/discrepancy remains undetected during the evaluation of bid.
22. A formal contract shall be signed with the successful bidder. All unsuccessful bidders will be informed about their fate. No explanation shall be provided as to the reason for being unsuccessful.
23. Quantities may vary at the time of contract/purchase order.
24. Bid bonds shall be returned to the unsuccessful bidders or in the event of cancellation of the bid. No claim shall be entertained in the event of cancellation.
25. Mutually agreed partial deliveries are allowed.
26. In case of breach / delay in delivery, a penalty of 10 % of unit cost per hour for delayed units shall be imposed. If the delivery is not made within 3 hours of agreed delivery time, and is repeated the contract can be suspended or cancelled at the sole discretion of HOPE'87 and all monies due to the candidate / supplier forfeited. HOPE'87 will be at liberty to award the contract for any remaining unsupplied quantities to any other parties at the risk and cost of the supplier.
27. Any advance money requirement may be intimated by the bidders. Advance money for mobilization for a maximum of 15 % of the bid price if required can be payable only against appropriate bank guarantee in equal amount from a scheduled bank favoring HOPE'87 Pakistan or any other mutually agreed form of guarantee.
28. All payments will be made within 45 days of submission of an invoice with required documents after delivery on deduction of applicable withholding taxes.
29. The bid security @ 2 % of the successful bidder shall be converted into a performance security. Additional 5% performance security shall be withheld from each payment.
30. Performance security will be released within 90 days of successful completion of contract or the contract lots mentioned in technical specifications.
31. Random pre-serving inspection of food by HOPE'87 and/or NCHD/E&SEF can be carried out at the site of supplier who shall facilitate all such inspections.
32. Any damages during transit shall be the responsibility of the bidder. The bidder must take all necessary measures during transportation, loading, unloading etc for the safety of the food and food items.
33. After the award of the contract the CONTRACTOR (Bidder) shall give the HOPE'87, NCHD and E&SEF or any other organization authorized by the HOPE'87 access to any location where the food items are cooked and stored as per the CONTRACT and to all documents and information, including information in electronic format, necessary to assess, or audit the implementation of the CONTRACT.
34. ***The general conditions should be read together with the technical specifications and Annexes A, B and C.***
35. In case of dispute between the parties, the same shall be referred for arbitration as per the Arbitration Act in vogue in Pakistan.



Technical Specifications:

1. Quantity and types of food

1.1. The food is required to be provided in two types of trainings.

1.1.1. LOT 1: Teachers training for teachers working in Girls Community Schools of Elementary & Secondary Education Foundation (E&SEF) and of teachers serving in Community Feeder Schools of National Commission for Human Development (NCHD). Total planned teachers training events are 39 across 6 different districts (refer Annex B and C for details). Each event is of 7 days. Events are planned to be conducted simultaneously up to 8 locations at a time. The total food required under this lot is estimated at 9,156-person x days.

1.1.2. LOT 2: Social Mobilization training for Committee members of Village Education Committees of Elementary & Secondary Education Foundation (E&SEF) and the Committee members of Feeder School Management Committee of National Commission for Human Development (NCHD). Total planned social mobilization training events are 104. Each event is of 3 days. Events are planned to be conducted simultaneously up to 6 locations at a time. The total food required under this lot is estimated at 9,504-person x days.

1.2. The food menu will be as follow.

1.2.1. Morning Tea: Tea + Samosa or Cookies

1.2.2. Lunch shall have the following items

- i.** Chicken Biryani or Chicken Karahi
- ii.** Vegetable or pulses
- iii.** Raita
- iv.** Salad
- v.** Naan/Roti

1.2.3. Evening Tea. Tea + Samosa or Cookies

2. Serving arrangements:

2.1. The bidder will make arrangements for the serving of the food in a timely and orderly manner with proper arrangements for the number of participants at each location. The bidder has the liberty to propose any of the arrangements as per their convenience, including but not limited to a) disposable plates, cups, glasses and crockery, b) china plates, cups, glasses and metal crockery, c) metal plates, cups, glasses and crockery, d) a combination of any of the aforementioned options together with the serving dishes, warming arrangements, tables and table covers and paper napkins.

2.2. If the bidder opts for option (a) above of disposable plates, cups, glasses and crockery, the bidder must ensure that these are of (i) food grade quality (ii) the used plates, cups, glasses and crockery are disposed off, off-site in an environmentally friendly manner.

2.3. If the bidder opts for option (b) or (c) above and any serving dishes must be washed



and cleaned as per the rules and regulations of the KP FOOD SAFETY & HALAL FOOD AUTHORITY.

3. Health and Hygiene:

3.1. The bidder must ensure the minimum health and hygiene standards as per the requirements of the KP FOOD SAFETY & HALAL FOOD AUTHORITY at all times.

4. Number of participants per batch:

4.1. LOT 1: The number of participants per batch are minimum 21 to maximum 40. The successful bidder will be paid per batch and not per person falling within the aforementioned minimum and maximum number against the prices quoted per Annex B.

4.2. LOT 2: The number of participants per batch are minimum 23 to maximum 39. The successful bidder will be paid per batch and not per person falling within the aforementioned minimum and maximum number against the prices quoted per Annex C.

5. Timelines:

5.1. LOT 1: The trainings are planned between the dates 17 June 2019 to 06 August 2019 (refer annex B for details of batches and districts). These dates are indicative and may vary in the field. The final dates will be communicated vide the purchase order to the successful bidder.

5.2. LOT 2: The trainings are planned between the dates 02 September 2019 to 29 December 2019 (refer annex C for details of batches and districts). These dates are indicative and may vary in the field. The final dates will be communicated vide the purchase order to the successful bidder.

Required Submissions:

Following are required to be submitted:

1. A financial bid as per attached financial quote format (Annex B and Annex C) on the official letterhead of the organization duly signed by its authorized personnel (two sets).
2. Bid security equal to **2% of total bid amount** from any scheduled bank in form of pay order/bank draft favouring HOPE'87 Pakistan.
3. Signed copy of General Conditions & Technical Specifications.
4. Bidder's profile together with documentary evidence of past experience/certificates.
5. Copy of NTN, incorporation/registration certificate and any tax exemptions (if applicable).
6. A certificate confirming that all the foods served are Halal. The certificate must meet the compliance requirements as per the KP Food Safety and Halal Food Regulations 2018, as published by the "KP FOOD SAFETY & HALAL FOOD AUTHORITY"²

Annexures:

1. Checklist Form (Annex A)
2. Annex B – Lot 1 Financial quote format (teacher training)
3. Annex C – Lot 2 Financial quote format (social mobilizer training)

² https://kpfsa.gov.pk/act_reg.php



NOTE: The financial bid should be submitted along with the checklist form in sealed envelope. Based on the checklist form, only bidder's submitting complete documents will be evaluated.

The sealed envelope should be clearly marked "Tender Number: AcCESS/2019/05/001"

Submission deadline:

The duly filled and signed tenders should reach (can be delivered by hand or through courier) the undersigned latest by **June 10, 2019 3.00 pm PST** at the following address:

**HOPE'87 Pakistan
House # 15-A, Street 62, G-6/4, Islamabad
Pakistan**

Any offer received after the time and the date mentioned herein above will not be a valid bid and shall stand rejected.

Evaluation Criteria

The bids shall be evaluated as per the following criteria:

1. A compliant bid i.e all necessary documents are submitted.
2. Technically compliant bid i.e strict compliance with proposed menu and items.
3. Capacity for geographical coverage.
4. Award will be made on **Lowest Price Basis** among the qualified bidders.