

## **Request for Quotation**

**Supply and Installation of Multi-Purpose Sign Boards  
at Peshawar BRT Bus Stations**

## REQUEST FOR QUOTATION

<b>Procurement Title</b>	Supply and Installation of Multi-Purpose Sign Boards at Peshawar BRT Bus Stations
<b>Source of Funding</b>	Asian Development Bank
<b>Tender Ref. No.</b>	TPC/P&C/RFQ/G/2020/001
<b>Bid Security</b>	Bid Security shall be One Hundred and Twenty Fifty Thousand Pak Rupees (PKR. 125,000) in shape of Demand Draft/ CDR/PO from a scheduled bank of Pakistan in the name of the Chief Executive Officer, TransPeshawar (The Urban Mobility Company).
<b>Performance Security</b>	The successful bidder shall be required to provide performance security to the amount of Ten percent (10%) of the Contract Price from a scheduled bank of Pakistan in form of bank guarantee or Call Deposit Receipt (CDR) or Demand Draft, within seven (07) working days after issuance of Letter of Acceptance..
<b>Date of this Request</b>	May 8, 2020
<b>Deadline for Submission of Quotations</b>	11:00 AM June 4, 2020 (Thursday)
<b>Opening of Quotation</b>	11:15 PM June 4, 2020 (Thursday)

To:

Dear Sir,

1. The CEO TransPeshawar (Purchaser), hereby issue this RFQ for **“Supply and Installation of Multi-Purpose Sign Boards at Peshawar BRT Bus Stations”** at nominated locations for advertisement, and beautification. If you, however, have been associated with the firm that prepared the design, and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose here the necessary technical specifications, required quantities and terms and condition as **“Statement of Requirements”** attached as Annexure-A.

2. You must quote for all the items under this request. Price quotations will be evaluated for all the items together and contract awarded to the firm offering the lowest evaluated total cost of all the items.
3. You shall submit one original of the Price Quotation with the Form of Quotation along with supporting documents mentioned below, and clearly marked “Original”. In addition, you shall also submit one copy marked as “COPY”. In case of any discrepancy between the Original and Copy, the original shall prevail. Form of Quotation and supporting documents shall be signed, sealed in an envelope and addressed to and delivered to the following address:

Chief Executive Officer (CEO) TransPeshawar  
(The Urban Mobility Company)  
First (1<sup>st</sup>) Floor, KPUMA Building, Main BRT Depot,  
Near-by NHA Complex, Chamkani, Peshawar.

4. Your quotation in duplicate and written in English language, should be accompanied by supporting documents as per requirement given under "Minimum Requirements" blow.
5. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative, **Form of Quotation not properly signed and stamped shall be rejected as non-responsive.**
6. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.
  - (i) PRICES: The prices should be quoted in Pak Rupees for supply and installation of multi-purpose sign boards at Peshawar BRT Bus Stations at nominated locations inclusive of all applicable taxes.
  - (ii) EVALUATION OF QUOTATIONS: Offers determined to be substantially responsive to the technical specifications and meeting the minimum requirement mentioned below shall be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, minimum requirements, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:
    - (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
    - (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
    - (c) If a Supplier refuses to accept the correction, his quotation will be rejected.
  - (iii) MINIMUM REQUIREMENTS: Following are the mandatory requirements to be fulfilled by participating bidders. The Purchaser will evaluate and compare only quotation which comply with the given basic requirements.
    - Incorporated/registered with Security & Exchange Commission of Pakistan or Registrar of Firms for minimum three (03) years. (Attach a certificate of incorporation/registration);
    - Registered with FBR and on Active Tax Payer List (ATL) (Attach certificate);
    - Registered with Khyber Pakhtunkhwa Provincial Revenue Authority (KPRA) in sale tax on services (An otherwise qualified/responsive bidder but not registered with KPRA will provisionally/initially be considered however, for comparison of prices it will have to provide registration with KPRA beforehand.)
    - Company/firm is not blacklisted by any public or private entity (Attach statement on oath/affidavit to the effect).
    - Completed at least two contracts of similar nature (signs) executed with public or private entities in the last three (03) years.
  - (iv) AWARD OF PURCHASE ORDER. The award will be made to the bidder offering the lowest evaluated price and that meets the required technical specification and fulfill the minimum requirements. The successful bidder will sign a Contract as per attached form of contract, Statement of requirements, and terms and conditions of supply.
  - (v) VALIDITY OF THE OFFER: Your quotation should be valid for a period of **Ninety (90) days** from the deadline for receipt of quotation(s) indicated above in this Request for Quotation.

(vi) BID SECURITY: Each bidder shall furnish, as a part of his bid, at the option of the bidder, a bid security mentioned above in shape of Demand Draft/ CDR/PO from a Scheduled Bank of Pakistan in the name of the Chief Executive Officer, TransPeshawar (The Urban Mobility Company).

- a) The bid security shall remain valid for a period of Twenty-Eight (28) days beyond the original validity period of the bids.
  - b) Any bid not accompanied by an acceptable bid security shall be rejected by the purchaser as non-responsive.
  - c) Bid security of the unsuccessful bidders shall be released once the successful bidder furnishes the prescribed performance security or on the expiry of the validity of bid security whichever is earlier.
  - d) The bid security of a successful bidder shall be returned once the successful bidder has signed the contract and furnished the required performance security.
  - e) The Bid security shall be forfeited:
    - (i) If a bidder withdraws his bid during the period of bid validity; or
    - (ii) If a bidder doesn't accept the correction of his Bid Price as prescribed above; or
    - (iii) In the case of a successful bidder, if he fails to:
      - Furnish the performance security in accordance with the terms and conditions of the Contract;
      - Sign the contract agreement, in accordance with the terms and conditions of supply.
7. The supplier whose quotation has been accepted will be notified of the award of contract through the Purchase Order/Letter of Acceptance within the validity period.
  8. The Purchaser intends to apply for funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.
  9. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list.
  10. In case you seek any clarification regarding the specifications, terms and conditions of the service, please contact via email to [fayyaz.khan@transpeshawar.pk](mailto:fayyaz.khan@transpeshawar.pk), [aftab.alam@transpeshawar.pk](mailto:aftab.alam@transpeshawar.pk), [khalil.ahmed@transpeshawar.pk](mailto:khalil.ahmed@transpeshawar.pk)
  11. The Purchaser reserves the right to accept or reject any or all quotations subject to relevant provisions of ADB Procurement guidelines.

Sincerely,

Chief Executive Officer (CEO) TransPeshawar  
(The Urban Mobility Company)  
First (1<sup>st</sup>) Floor, KPUMA Building, Main BRT Depot,  
Near-by NHA Complex, Chamkani, Peshawar.

## FORM OF QUOTATION

(On the letter head of the Supplier)

To:

Chief Executive Officer (CEO) TransPeshawar  
(The Urban Mobility Company)  
First (1<sup>st</sup>) Floor, KPUMA Building, Main BRT Depot,  
Near-by NHA Complex, Chamkani, Peshawar.

We offer to execute the “**Supply and Installation of Multi-Purpose Sign Boards Insider BRT Bus Stations**”, in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of \_\_\_\_\_ (**amount in words and numbers**) Pak Rupees. We propose to complete the supply and installation described in the Contract within delivery and installation schedule mentioned in Terms and Conditions of Supply.

S.No	Description [A]	Quantity [B]	Unit Price Inclusive of all taxes [C]	Total Price [BxC]
1	Supply and installation of Multi-Purpose Sign Board as per attached Annex-A “Statement of Requirement” at Peshawar BRT Bus Stations complete in all respect having following sizes			
	(a) 450mm x 600mm	75		
	(b) 600mm x 900mm	50		
	(c) 750mm x 1500mm	15		
Total=				

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.

Authorized Signature:

Name and Title of Signatory:

Name of Supplier:

Address:

Telephone No.

**FORM OF CONTRACT**

THIS AGREEMENT Number **TPC/P&C/RFQ/G/2020/001** made on----- day of -----, 2020, between **CEO TransPeshawar, 2nd Floor Ali Towers (opposite Custom House) University Road, Peshawar** (hereinafter called "the Purchaser") on the one part and \_\_\_\_\_(Company Name)\_\_\_\_\_ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation to be supplied by Supplier, viz. Contract "**Supply and Installation of Multi-Purpose Sign Boards at Peshawar BRT Bus Stations**" (hereinafter called "Contract") and has accepted the Quotation by the Supplier for the supply and installation of goods under Contract at the sum of PKR. .... hereinafter called "the Contract Price"

NOW THIS AGREEMENT WITNESS AS FOLLOWS:

1. The following documents shall be deemed to form, and be read and construed as part of this agreement, viz:
  - (i) Letter of Acceptance/Purchase Order
  - (ii) Form of Quotation
  - (iii) Terms and Conditions of Supply
  - (iv) Request for Quotation
  - (v) Statement of Requirements (Annex-A)
  - (vi) Specifications
  - (vii) Drawings
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the Supply and Installation of Multi-Purpose Sign Boards at Peshawar BRT Bus Stations under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and installation of multi-purpose sign boards at Peshawar BRT Bus Stations and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Islamic Republic of Pakistan on the date indicated above.

**Signature and seal of the Purchaser:**

FOR AND BEHALF OF

\_\_\_\_\_  
Name of Authorized Representative

**Signature and seal of the Supplier:**

FOR AND BEHALF OF

\_\_\_\_\_  
Name of Authorized Representative

## **TERMS AND CONDITIONS OF SUPPLY**

Procurement Title: Supply and Installation of Multi-Purpose Sign Boards inside Peshawar BRT Stations

Purchaser: CEO TransPeshawar The Urban Mobility Company), First (1<sup>st</sup>) Floor, KPUMA Building, Main BRT Depot Near-by NHA Complex, Chamkani, Peshawar

Supplier:

1. Schedules for Supply

S.No.	Description	Delivery and Installation Schedule
1.	Supply and installation of Multi-Purpose Sign Board at Peshawar BRT Bus Stations	Four (04) months from date of signing of the Contract.

2. Fixed Price: The price quoted by the Supplier shall remain firm and fixed and not subject to any adjustment during contract performance.
3. Delivery and Installation Schedule: The delivery and installation shall be completed as per above schedule from the date of signing contract.
4. Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss of damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to One hundred and Ten (110%) percent of the value of the Goods on "All risks" basis.
5. Performance Security: The Supplier shall be required to provide performance security to the amount of Ten (10%) percent of the Contract Price from a scheduled bank of Pakistan in form of bank guarantee or Call Deposit Receipt (CDR) or Demand Draft, within seven (07) working days after issuance of Letter of Acceptance. Performance Security shall remain valid throughout the execution of the contract and until 28 days after completion of the Contract. After delivery and installation of Goods, the performance security shall be reduced to five (5%) of the Contract Price to cover the Supplier warranty obligations in accordance with terms and conditions of Supply. The remaining five (5%) shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of completion of warranty obligations under the contract.  
The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
6. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Islamic Republic of Pakistan.
7. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration act of Pakistan.
8. Delivery and Documents: Upon delivery, the Supplier shall provide the following document to the Purchaser:
  - (i) Manufacturer warranty certificate for rectification/replacement of defects in material/workmanship/item.
9. Payment: Progress Payment shall be made against the number of multi-purpose sign boards delivered, installed and inspected and accepted by the Purchaser. Successive progress payment invoices/claims shall not be less than PKR One Million (PKR. 1,000,000). Last payment invoice may be less than PKR One Million (1,000,000).
10. Warranty: The goods offered shall be covered by manufacturer's/supplier's warranty for rectification/replacement of defects/items in material/workmanship/item for 12 months from the

date of delivery to the Purchaser.

11. Packaging and Marking Instructions: The Supplier shall provide standard packing of the Goods if required for preventing their damage or deterioration during transit to their final destination.
12. Defects: Within warranty period, all manufacturer defects will be corrected by the Supplier without any cost to the Purchaser within **Seven (07)** days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Facility: -----

Address: -----

13. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.  
For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.  
If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.
14. Required Technical Specifications: General description, specific details, technical standards, and performance requirements are provided as **Appendix-A**, "Statements of Requirements"
15. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the goods, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Statement of Requirements

### Multi-Purpose Sign Boards at Peshawar BRT Stations

#### 1. Background

TransPeshawar (The Urban Mobility Company) is public owned company established under Section 42 of the Companies Act 2017 and responsible for maintenance, management and operation of Peshawar BRT Project.

Government of Khyber Pakhtunkhwa (KPK) has taken initiative to revamp the urban bus transport system in provincial capital of the province. In this regard, the Government of KPK has started construction of Bus Rapid System (BRT) in 2017. The corridor is 27-kilometer-long with 30 stations and will be connected through Feeder and Direct routes of about 55 kilometers. Because of integration of Direct Routes into main BRT corridor, the system is known as 3rd Generation BRT System. The BRT system will have 220 buses which includes 18-meter (65 numbers) and 12-meter long buses (155 numbers).

Construction work is implemented through Peshawar Development Authority (PDA) while procurement of buses, procurement of operating company for bus operation, procurement of BRT System Control Goods and Services, and BIRP through TransPeshawar. Upon completion of the Civil Works, the infrastructure will be handed over by PDA to TransPeshawar for operation of the System.

#### 2. Scope

TransPeshawar intends to hire the services of a firm/ company to supply and install Multi-Purpose Sign Boards inside Peshawar BRT bus stations at nominated locations for advertisement, and architectural / beautification as per detail given below.

#### 3. Quantity

- 3.1 Quantity of Multi-Purpose Sign Boards against different sizes (Width x Height) to be supplied and installed inside Peshawar BRT bus stations is as follows:

Sr. No.	Size Width x Height (mm)	Quantity
1	450 x 600	75
2	600 x 900	50
3	750 x 1500	15

- 3.2 The TransPeshawar reserve the right to increase/decrease the of quantity of Multi-Purpose Sign Boards as per requirement by 15%.

## **2 Specification**

- 3.1** The firm/company shall supply and install Multi-Purpose Sign Boards as per **attached Technical Details attached as Annex-A1.**
- 3.2 The Multi-purpose Sign Boards must be installable on Glass, pillars, walls as well as railing and must require TransPeshawar approval.
- 3.3 Multi-purpose Sign Boards, all component assembled including Digital print, must have approximate unit weight of 1.00 kg/ft<sup>2</sup> acceptable to TransPeshawar
- 3.4 The Multi-purpose Sign Boards must have TransPeshawar branding and functional requirement/specification as follows;
- a) Each Sign board must have asset number allocated.
  - b) White light board back / board sheet with logo and contact number of TransPeshawar as shown in **Annex-A2**
  - c) Removable one (01) high quality digital picture of famous personality or scenery with each board as approved by TransPeshawar.
  - d) Aluminium frame with colour specified by TransPeshawar.
  - e) Removable arrangements / PVC fixing clip attached to transparent polycarbonate sheet or equivalent specification as approved. Tape having the same colour as aluminium frame need to be pasted on the front edges of polycarbonate sheet to hide the PVC clipping.
  - f) The joinery should be such that it can be easily assembled and dissembled as shown in **Annex-A3**
  - g) The sample cross section is shown in **Annex-A4.**

## **3 Firm/Company Responsibilities**

- 3.1** Firm/Company shall make available a sample of specified material proposed to be used by the firm/company for assembling of Multi-purpose Sign Boards for approval of TransPeshawar.
- 3.2 Firm/Company shall assemble and make available for inspection, one Sign Board of each size complete in all respect for approval of TransPeshawar which shall be used as prototype once approved.
- 3.3 Firm/Company shall assemble and install each Multi-Purpose Sign Board at stations / locations approved by TransPeshawar as per installation procedure approved by TransPeshawar.

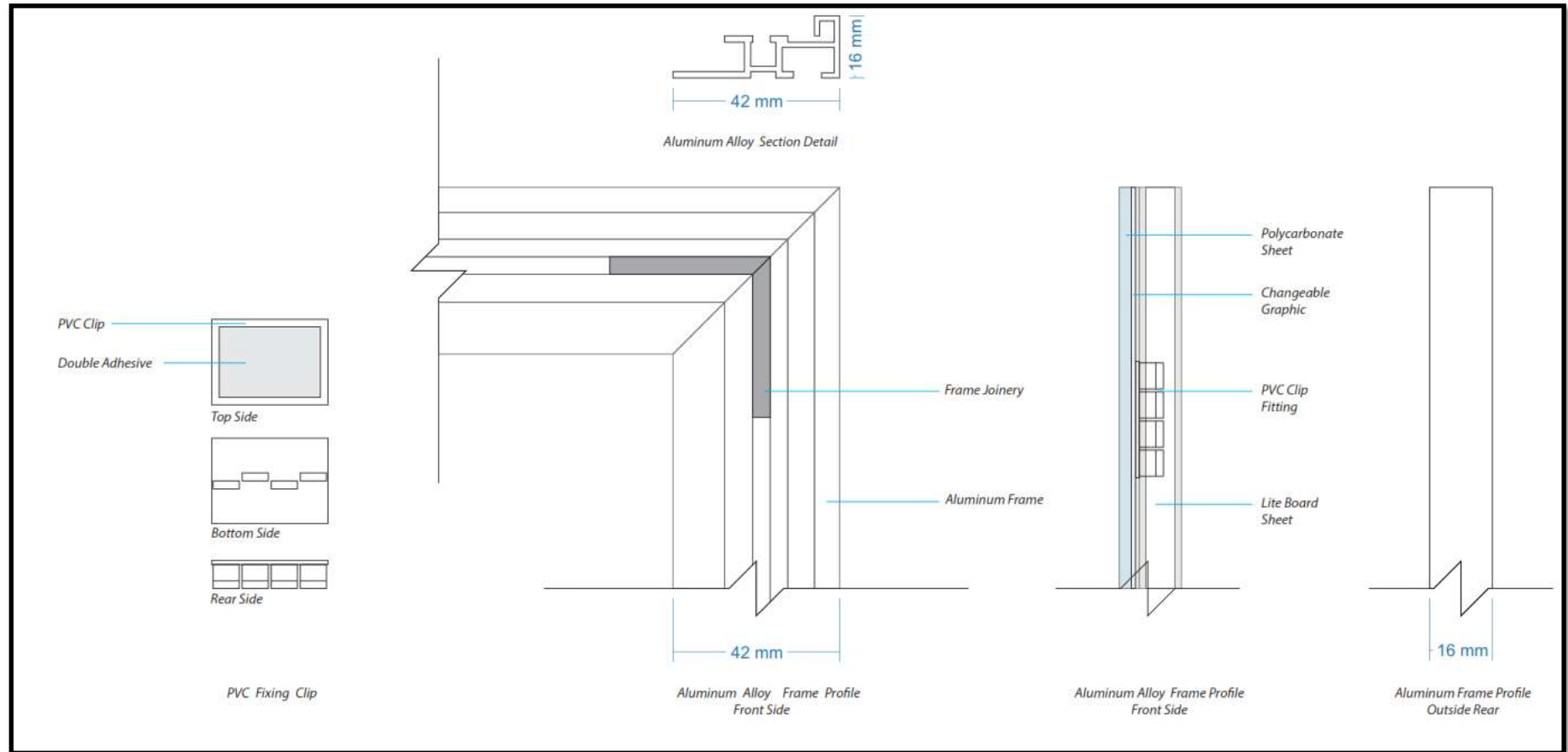
- 3.4 Firm/company quoted rates include all costs associated with the installation of multi-purpose sign boards such as labour, bracket, sticking material, screws etc. all that are required to complete the work.
- 3.5 Firm/company shall be responsible for restoration existing structure to its original shape in case of any damage to the property. Site shall be clean after completion of work.
- 3.6 Firm/Company shall be liable and abide by all the available federal, provincial and local laws, especially environmental and labour Laws. The firm/company shall be responsible for having required certificate, permit, registration, permission etc. for the task/ function/ responsibility to perform under the contract.
- 3.3 The installation shall be such that the fixtures are not visible from outside and the sign looks flush and clean with the wall/pillar/glass etc to the satisfaction of engineer.
- 3.7 The sign fixtures are such that the multi-purpose sign board are removable and reinstall able at any other location;
- 3.8 The firm/company won't be allowed to work randomly.

#### **4 TransPeshawar Responsibilities**

- 4.1 TransPeshawar Company reserves the right to increase /decrease the quantity of sign boards by as indicated above.
- 4.2 Supervise the installation of multi-purpose sign boards and ensure that sign boards are assembled and installed in accordance with approved procedure and sample at nominated locations.
- 4.3 Provide access to the firm/company for installation of signs/boards at each station.

# Sign Technical Details


## Annex-A1



### Advertising Sign Specification

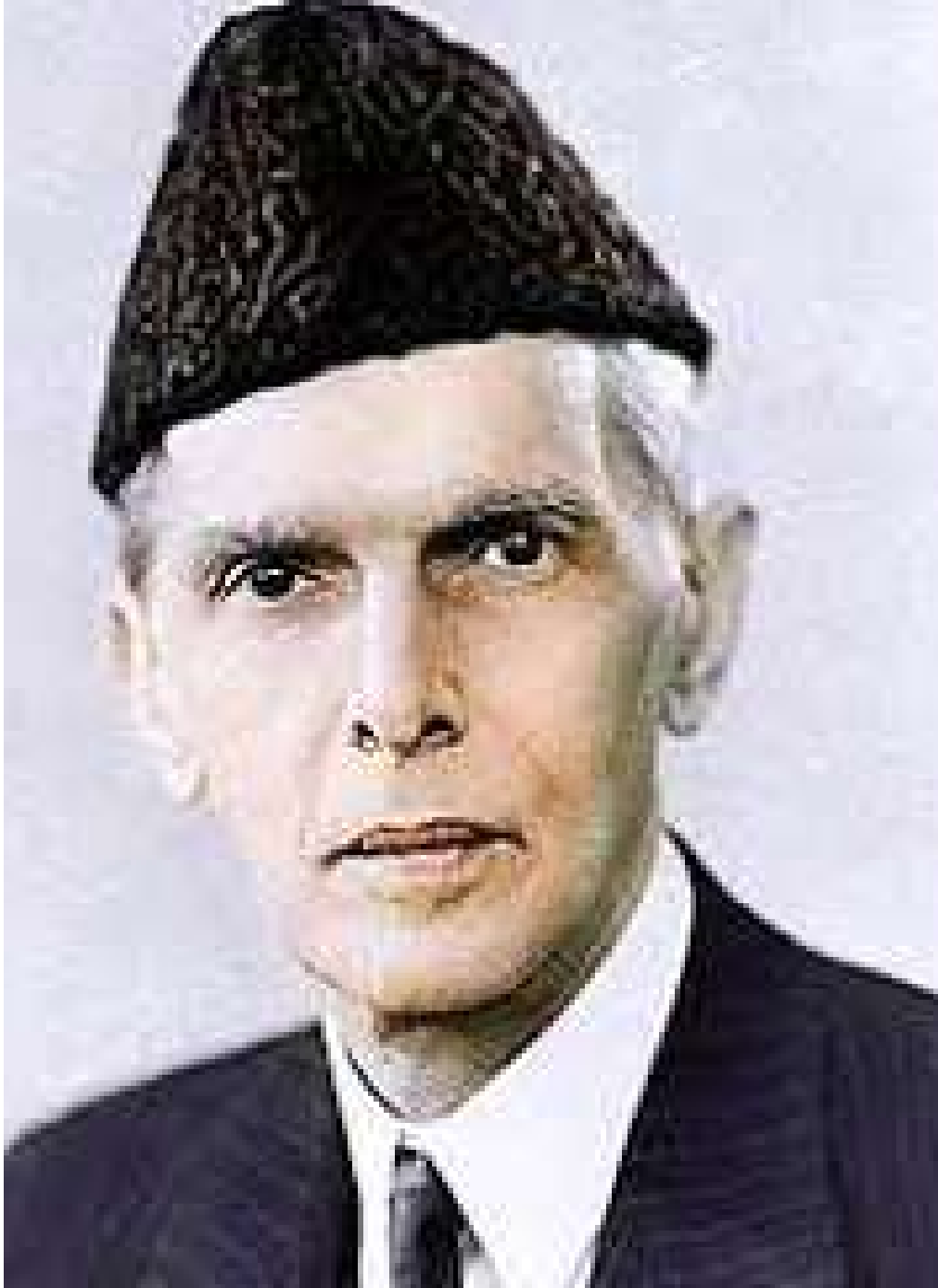
1. Aluminum Frame as shown (Colour to be approved by TP)
2. ABS/Metal Frame Corner Joinery
3. 4 mm Light Board Back
4. High Quality Digital Printed Sheet
5. 4 mm Polycarbonate Sheet
6. PVC Fixing Clip
7. Double Adhesive

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To Let:  
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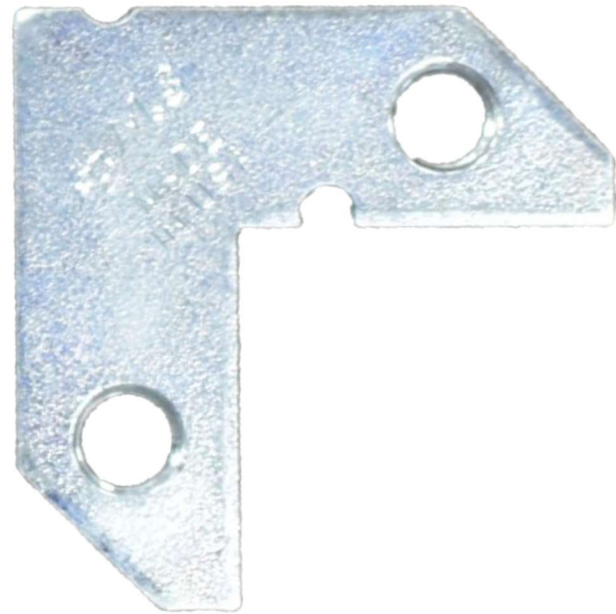


High Quality Digital Printed Sheet to be put  
in the frame as approved from TP

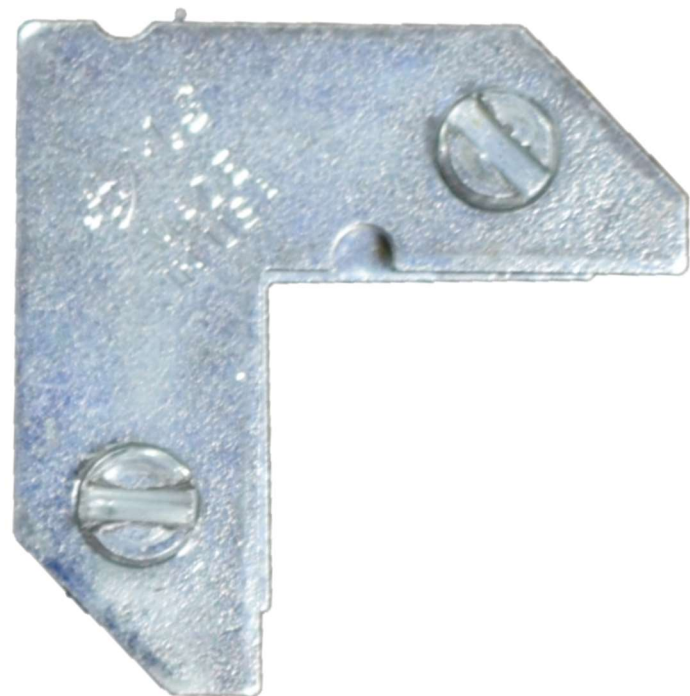
ABS/Metal Frame Corner Joinery



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## Annex-A4

