



TRANS PESHAWAR
The Urban Mobility Company

Request for Quotation (RFQ)

**Supply and Delivery of Stationary Items to the Office of
TransPeshawar**

Project Title	Sustainable Bus Rapid Transit Corridor Project Peshawar
Source of Funding	Asian Development Bank
Procurement Title	Supply and Delivery of Stationary Items to the Office of TransPeshawar
Tender Ref. No.	TPC/A&HR/G/Shopping/2021/002
Bid Security	Bid security shall be submitted to the amount of two (2%) of the quoted price in shape of Demand Draft/CDR from scheduled bank of Pakistan in the name of Chief Executive Officer (CEO) TransPeshawar.
Date of this Request	May 11, 2021
Deadline for Submission of Quotations	11:30 AM (PST), May 11, 2021(Tuesday)
Opening of Quotation	11:45 AM (PST), May 11, 2021(Tuesday)
Bid Security	Two (2%) of the Quoted Price.

SHOPPING FOR GOODS
REQUEST FOR QUOTATION (RFQG)

To:

Sir/Madam:

1. The TransPeshawar (The Urban Mobility Company) (hereinafter called “the Purchaser”) hereby requests Sole Proprietors/AoP/Firms/Companies/General Order Distributors/Suppliers registered with income tax and sales tax and reflected on Active Tax payer list of FBR to submit price quotation for **Supply and Delivery of Stationary Items to the Office of TransPeshawar**. Following documents shall be submitted with price quotation.

- (i) Evidence of Sole Proprietors/AoP/Firms/Companies/General Order Distributors/Suppliers;
- (ii) Proof of registration with FBR for sales and income tax and reflected on Active Tax Payer List (ATL).

If you, however, have been associated with the firm that prepared the design, and/or 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 the necessary specifications and quantity in **(Appendix-I)**.

2. You must quote for all the items under this request. Price quotations will be evaluated for all items together and the contract awarded to the bidder offering the lowest evaluated total cost of all the items. Items against which no rate or price is entered by the Bidder will not be paid for by the Purchaser when executed and shall be deemed covered by the rates for other items and prices in the Form of Quotation.

3. You shall submit one original of the Price Quotation with the Form of Quotation, 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. Your quotation in the attached format should be signed, sealed in an envelope and addressed and delivered to the following address:

Purchaser’s Address : **Chief Executive Officer TransPeshawar,
First (1st) Floor KPUMA Building Main BRT Depot,
Opposite NHA Complex Chamkani, Peshawar.**

4. Your quotation in duplicate and written in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information, if any (in English language) for quoted items.

5. The deadline for receipt of your quotation by the Purchaser at the address indicated in Paragraph 3 above is: **11:30 AM (PST), May 11, 2021(Tuesday)**.

6. You shall submit only one set of quotation for the items indicated in **Appendix-I**. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.

7. Your quotation 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 shall be quoted for supply and delivery of all items inclusive of taxes to the Office of TransPeshawar (The Urban Mobility Company) 1st Floor, KPUMA Building, Main BRT Depot, Chamkani, Peshawar.
- ii. EVALUATION OF QUOTATIONS: Offers meeting the terms and conditions, technical specification and qualification requirements shall be determined as substantially responsive and shall be evaluated by comparison of their prices. 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 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; and
 - (c) If a Supplier refuses to accept the correction, his quotation will be rejected and bid security will be forfeited.
- iii. AWARD OF PURCHASE ORDER. Substantially responsive bidder offering the lowest evaluated price will be asked for provision of sample of each quoted item before issuance of purchase order. After affirmative determination of the provided samples, the substantially responsive lowest evaluated bidder will be notified for award of contract by issuing a purchase order. The successful bidder will submit performance security as mentioned in the paragraph below and sign a Contract as per attached form of contract and terms and conditions of supply.
- iv. VALIDITY OF THE OFFER: Your quotation should be valid for a period of sixty (60) days from the deadline for receipt of quotation indicated in Paragraph 5 of this Request for Quotation.
- v. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.
- vi. BID SECURITY:
 - (a) Bid security shall be submitted to the amount of two (2%) of bid price in shape of Demand Draft/CDR from scheduled bank of Pakistan in the name of Chief Executive Officer (CEO) TransPeshawar. A bid not accompanied by compliant bid security shall be rejected as non-responsive;
 - (b) The requisite bid security shall remain valid for a period of Twenty-Eight (28) days beyond the original validity period of the bid;
 - (c) Bid Security of the unsuccessful bidders shall be released as promptly as possible upon the successful Bidder's furnishing of the performance security;
 - (d) The bid security of successful bidder shall be returned once the successful bidder has signed the contract agreement and furnished the required performance security;
 - (e) The Bid security shall be forfeited:
 - If a bidder withdraws his bid during the period of bid validity; or
 - If a bidder doesn't accept the correction of his Bid Price, pursuant to Para above; or
 - (f) In the case of a successful bidder, if he fails to:
 - Furnish the Performance security in accordance with Para below;
 - Sign the contract agreement, in accordance with Para below.

- vii. COMMUNICATION: Bidders should note that during the period from the receipt of the quotation until award of Contract, all queries should be communicated in writing via e-mail below.

Attention: Fayyaz Ahmad Khan: fayyaz.khan@transpeshawar.pk
CC: Abid Mansoor : abid.mansoor@transpeshawar.pk
CC: Khalil Ahmed : Khalil.ahmed@transpeshawar.pk

viii. Performance Security

- (a) The Supplier shall, within 14 days of receipt of purchase order, provide a Performance Security for the due performance of the Contract to the amount of ten (10%) of contract price in shape of CDR/DD or Bank Guarantee, at the option of bidder, in the name of CEO TransPeshawar from schedule bank of Pakistan;
- (b) Failure of the successful Bidder to submit the requisite performance security or to sign the contract agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. In that event, the Client may award the contract to the next lowest evaluated bidder whose offer is substantially responsive.
- (c) 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.
- (d) The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than 28 days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations.

9. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Contract resulting from this RFQ.

10. 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.

11. You may confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,

(The Purchaser)

FORM OF QUOTATION

To:

**Fayyaz Ahmad Khan,
Chief Executive Officer TransPeshawar
(The Urban Mobility Company),
First (1st) Floor, KPUMA Building, Main BRT Depot,
Opposite NHA Complex, Chamkani, Peshawar.**

We offer to execute the **Supply and Delivery of Stationary Items to the office of TransPeshawar**, Ref. No. TPC/A&HR/G/Shopping/2021/002 in accordance with the Terms and Conditions of Supply accompanying this Quotation at a Bid Price of ----- (amount in words and figures) (Inclusive of Taxes). We propose to complete the supply and delivery of items under the Contract within the delivery time stipulated in the contract.

Item No.	Items	Unit	Quantity	Unit Price (PKR) (Inclusive of Taxes)	Total Price (PKR) (Inclusive of Taxes)
1	Marker White Board (Multi Color)	Packet of 12	5		
2	Ball Points (Blue) 1.0 mm Tip	Packet of 12	100		
3	Ball Points (Black) 1.0 mm Tip	Packet of 12	10		
4	Correction Pens- Metal Tip	PCS	50		
5	Highlighter (Multi Color)	Packet of 10	5		
6	Erasers AL 30	Piece	50		
7	Sharpeners	Piece	50		
8	Dusters for White Board	Piece	10		
9	Scale/ Ruler	Pieces	30		
10	Envelops A4 size (White) printed with address and logo of TransPeshawar	Packet of 100	20		
11	Envelops Legal size (White) printed with address and logo of TransPeshawar	Packet of 100	10		
12	Envelops Small Size (White) 4x9/ Letter printed with address and logo of TransPeshawar.	Packet of 100	5		
13	Paper A4, 80 gm	Ream	200		
14	Paper A3, 80 gm	Ream	5		
15	Paper Legal, 80 gm	Ream	10		
16	Cells Battery AA Rechargeable	Set of 2	50		

17	Binder Clips 25mm	Pkt	20		
18	Binder Clips 19mm	Pkt	20		
19	Binder Clips 41mm	Pkt	20		
20	Binder Clips 51mm	Pkt	20		
21	Staple Pins 24/6	Pkt	100		
22	Staple Machine (Heavy Duty) best quality deli 0386 or equivalent	Piece	2		
23	Staple Pins 23/17	Pkt	10		
24	Staple Pins 23/13	Pkt	10		
25	Staple Pins 23/10	Pkt	10		
26	Scotch Tap (1 inch) Transparent	PCS	30		
27	Packing Tap (3 Inches) Brown	PCS	10		
28	Box File Blue	PCS	100		
29	Ring Binder Blue	PCS	50		
30	Ring Binder Plastic/D-Ring File A4 Size	PCS	50		
31	Management File A4 Size	PCS	200		
32	Separator A4 Size	Set of 10	150		
33	Manual Heavy Punch Machine for 200 pages	PCS	2		
34	Glue Stick 20G	PCS	100		
35	Paper Shredder Heavy Duty Series AS-2220CD or Equivalent	SET	1		
Total Bid Price (inclusive of taxes)					

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 other conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply.

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 : _____

Phone Number: _____

Fax Number, if any _____

Email address (optional) _____

FORM OF CONTRACT

THIS AGREEMENT number TPC/A&HR/G/Shopping/2021/002 made on _____, ____ 2021, between Chief Executive Officer TransPeshawar (The Urban Mobility Company) (hereinafter called "the Purchaser") on the one part and _____ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested quotation for **Supply and Delivery of Stationary Items to the Office of TransPeshawar**, to be provided by Supplier, viz. Contract **Supply and Delivery of Stationary Items to the Office of TransPeshawar**, (hereinafter called "the Contract") and has accepted the Quotation by the Supplier for the supply of goods under the Contract at a sum of -----(amount in words and figures) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Form of Contract, Purchase Order, Form of Quotation, Request for Quotation and Terms and Condition of Supply.
 - b) Addendum (if applicable);
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 delivery of goods 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 delivery of the goods 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 Pakistan on the date indicated above.

Signature and seal of the Purchaser:

For and on behalf of

Name of Authorized Representative

Signature and seal of the Supplier:

For and on behalf of

Name of Authorized Representative

TERMS AND CONDITIONS OF SUPPLY

Project Name: Peshawar Sustainable Bus Rapid Transit Corridor Project
Purchaser: TransPeshawar (The Urban Mobility Company)
Procurement Title: **Supply and Delivery of Stationary Items to the Office of TransPeshawar.**
Supplier:

1. Schedules for Supply:

S#	Discription	Quantity	Schdule
1.	Supply and Delivery of Stationaray Items to the Office of TransPeshawar	As provided for in Form of Quotation and Appendix-I	With in thirty (30) days after signing of contract.

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during performance of the contract.
3. Delivery: The Supplier shall complete the delivery within above stated duration to the Office of TransPeshawar 1st Floor, KPUMA Building, Main BRT Depot, Chamkani, Peshawar.
4. Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.
6. 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, 1940 of Pakistan.
7. Delivery Documents: Upon delivery, 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) Delivery Challan/Note.
8. Payment: Before payment, the supplier shall inspect the delivered goods for meeting the quality and quantity against the prescribed specification. Any payment shall be processed after satisfactory assessment/inspection and acceptance by the Purchaser. Payment shall be made in following manner:

a) 100% payment will be made after successful delivery and acceptance of all goods by the Purchaser at given address in accordance with the contract.
9. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that it's delays 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.

10. Defects: All defects in Goods/defective items will be corrected/replaced without any cost to the Purchaser within 15 days of from the date of notice by the Purchaser. The name and address of service facility where the defects/defective item are to be corrected/replaced by the supplier are:

Facility _____

Address _____

11. Performance Security:

- a. The Supplier shall, within 14 days of receipt of purchase order, provide a Performance Security for the due performance of the Contract to the amount of ten (10%) of contract price in shape of CDR/DD or Bank Guarantee, at the option of bidder, in the name of CEO TransPeshawar from schedule bank of Pakistan;
- b. Failure of the successful Bidder to submit the requisite performance security or to sign the contract agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. In that event, the Client may award the contract to the next lowest evaluated bidder whose offer is substantially responsive.
- c. 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.
- d. The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than 28 days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations.

12. Required Technical Specifications:

The Technical Specifications and quantity are attached as **Appendix-I** to this RFQ. Supplier shall confirm compliance with the mentioned specifications of goods.

13. Failure to Perform: The Purchaser may cancel the Agreement and forfeiture of performance security 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: _____

Place: _____

Date: _____

Appendix-I

Technical Specification

The bidder shall confirm to the following specification.

Item No.	Items	Specification	Unit	Quantity
1	Marker White Board (Multi Color)	Mercury/ Dollar or Equivalent	Packet of 12	5
2	Ball Points (Blue) 1.0 mm Tip	Mercury/ Dollar or Equivalent	Packet of 12	100
3	Ball Points (Black) 1.0 mm Tip	Dollar Clipper or Equivalent	Packet of 12	10
4	Correction Pens- Metal Tip	Dollar Clipper or Equivalent	PCS	50
5	Highlighter (Multi Color)	Uni-Ball (eye) fine or Equivalent	Packet of 10	5
6	Erasers AL 30	Uni-Ball (eye) fine or Equivalent	Piece	50
7	Sharpeners	Uni-Ball (eye) fine or Equivalent	Piece	50
8	Dusters for White Board	Deli/ Dux or Equivalent	Piece	10
9	Scale/ Ruler	Picasso or Equivalent	Pieces	30
10	Envelops A4 size (White) printed with address and logo of TransPeshawar	Mercury or Equivalent	Packet of 100	20
11	Envelops Legal size (White) printed with address and logo of TransPeshawar	Pelikan or Equivalent	Packet of 100	10
12	Envelops Small Size (White) 4x9/ Letter printed with address and logo of TransPeshawar.	Dux or Equivalent	Packet of 100	5
13	Paper A4, 80 gm	Fine Quality	Ream	200
14	Paper A3, 80 gm	Stainless Steel	Ream	5
15	Paper Legal, 80 gm	Imported	Ream	10
16	Cells Battery AA Rechargeable	Imported	Set of 2	50
17	Binder Clips 25mm	Imported	Pkt	20
18	Binder Clips 19mm	Double A, Paper One or Equivalent	Pkt	20

19	Binder Clips 41mm	Double A, Paper One or Equivalent	Pkt	20
20	Binder Clips 51mm	Double A, Paper One or Equivalent	Pkt	20
21	Staple Pins 24/6	Energizer or Equivalent	Pkt	100
22	Staple Machine (Heavy Duty) best quality deli 0386 or equivalent	Diamond or Equivalent	Piece	2
23	Staple Pins 23/17	Diamond or Equivalent	Pkt	10
24	Staple Pins 23/13	Diamond or Equivalent	Pkt	10
25	Staple Pins 23/10	Diamond or Equivalent	Pkt	10
26	Scotch Tap (1 inch) Transparent	Deli No. 0328 or Equivalent	PCS	30
27	Packing Tap (3 Inches) Brown	Dollar or Equivalent	PCS	10
28	Box File Blue	Fine Quality	PCS	100
29	Ring Binder Blue	Deli No. 0386 or Equivalent	PCS	50
30	Ring Binder Plastic/D-Ring File A4 Size	Dollar or Equivalent (24mm)	PCS	50
31	Management File A4 Size	Dollar or Equivalent (20mm)	PCS	200
32	Separator A4 Size	Dollar or Equivalent (17mm)	Set of 10	150
33	Manual Heavy Punch Machine for 200 pages	Dollar or Equivalent (15mm)	PCS	2
34	Glue Stick 20G	Dollar or Equivalent (13mm)	PCS	100
35	Paper Shredder Heavy Duty Series AS-2220CD or Equivalent	Dollar or Equivalent (10mm)	PCS	1