

TRANS PESHAWAR
The Urban Mobility Company

Request for Quotation (RFQ)

Supply and Delivery of Tables to TransPeshawar Office Chamkani

Project Title	Sustainable Bus Rapid Transit Corridor Project Peshawar
Source of Funding	Asian Development Bank
Procurement Title	Supply and Delivery of Tables to TransPeshawar Office Chamkani
Tender Ref. No.	TPC/A&HR/G/Shopping/2021-22/002
Date of this Request	June 28, 2022
Deadline for Submission of Quotations	July 05, 2022, 11:30 AM (PST)
Opening of Quotation	July 05, 2022, 11:45 AM (PST)

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, or Manufacturer, 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 Tables to TransPeshawar Office Chamkani**. Following documents shall be submitted with price quotation.

- (i) Evidence of Sole Proprietors/AoP/Firms/Companies/General Order Distributors/Suppliers, or Manufacturer;
- (ii) Proof of registration with FBR for sales and income tax and reflected on Active Tax Payer List (ATL);
- (iii) Brochures, catalogue(s) or other printed material or pertinent information (in English language) of the quoted item (if required);

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 the necessary technical specifications and quantity as “**Technical Specifications**” (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.

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
TransPeshawar Head Office, First (1st) Floor, 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 (in English language) for quoted items, if required.

5. The deadline for receipt of your quotation by the Purchaser at the address indicated in Paragraph 3 is: **11:30 AM (PST), July 05, 2022.**

6. You shall submit only one set of quotation for the given items. 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, delivery, and Installation of given items at office of TransPeshawar. Prices shall be quoted in PKR.

- ii. EVALUATION OF QUOTATIONS: Offers meeting the terms and conditions, technical and qualification requirements shall be determined as substantially responsive and shall be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material omissions, deviations or reservations to the terms, conditions, and technical specifications in this Request for Quotation, and it will not be considered further. 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; and
 - (c) If a Supplier refuses to accept the correction, his quotation will be rejected.
- iii. AWARD OF PURCHASE ORDER. The award will be made to the substantially responsive bidder offering the lowest evaluated price. The successful bidder will 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.
8. Further information can be obtained from:
- Chief Executive Officer TransPeshawar,
First (1st) Floor KPUMA Building Main BRT Depot,
Opposite NHA Complex Chamkani, Peshawar.
- E-mail: fayyaz.khan@transpeshawar.pk, khalil.ahmed@transpeshawar.pk.
9. The bidder whose quotation has been accepted will be notified of the award of contract through Letter of Acceptance issued by the Purchaser within period of bid validity.
10. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.
11. 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.
12. 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),
TransPeshawar Head Office, First (1st) Floor, Main BRT Depot, Opposite
NHA Complex Chamkani, Peshawar.**

We offer to execute the **Supply and Delivery of Tables to TransPeshawar Office Chamkani**, Ref. No. TPC/A&HR/G/Shopping/2021-22/002 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 Goods under the Contract within the delivery time stipulated in the contract after issuance of Letter of Acceptance.

1- **Scope:**

S#	Item Description or Make	Unit.	Qty.	Unit Price (PKR) (Inclusive of Taxes)	Total Price (PKR) (Inclusive of Taxes)
1.	Supply and Delivery of Tables to TransPeshawar Office Chamkani as per Technical Specification provided for under Appendix-I .	No	04		

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, delivery, and Installation, 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 : _____

Phone Number: _____

Fax Number, if any _____

Email address (optional) _____

FORM OF CONTRACT

THIS AGREEMENT number **TPC/A&HR/G/Shopping/2021-22/002** made on -----, **2022**, 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 Tables to TransPeshawar Office Chamkani**, to be provided by Supplier, viz. Contract **Supply and Delivery of Tables to TransPeshawar Office Chamkani**, (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 THE CONTRACT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of the Contract, viz:
 - a) Form of Contract, Letter of Acceptance, Form of Quotation, Request for Quotation, Terms and Conditions of Supply, Technical Specifications (Appendix-I);
 - 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, delivery, and installation 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

Signature and seal of the Supplier:
For and on behalf of

Authorized Representative of Purchaser

Authorized Representative of Supplier

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 Tables to TransPeshawar Office Chamkani

1. Schedules for Supply and delivery of furniture items:

S#	Discription	Quantity	Schedule
1.	Supply and Delivery of Tables to TransPeshawar Office Chamkani	04	Within thirty (30) days of Issuance of Letter of Acceptance.

2. Fixed Price: The price indicated in the Form of Quotation shall be firm and fixed and not subject to any adjustment during performance of the contract;
3. Supply and Delivery: The Supplier shall complete the supply and delivery within above stated duration at TransPeshawar Office Chamkani;
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, delivery, and installation. 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 and 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 Purchaser will inspect the delivered goods for meeting the quality and quantity against the prescribed specification and quantity. Any payment shall be processed after satisfactory assessment/inspection and acceptance by the Purchaser. Payment shall be made in following manner:
a) 90% payment will be made after successful supply, delivery and acceptance of all goods by the Purchaser at given site in accordance with the contract;
b) 10% payment will be made after expiry of defect liability period subject to satisfactory performance. The amount will be treated as retention money;
9. Defects: All defects in Goods/defective items will be corrected/replaced without any cost to the Purchaser within 15 days from the date of notice by the Purchaser during defect liability period. The name and address of service facility where the defects/defective item are to be corrected/replaced by the supplier are:

Facility _____

Address _____

10. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that it's 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.

11. Required Technical Specifications: The Technical Specifications, quantity and standard for performance are attached as **Appendix-I** to this RFQ. Supplier shall confirm compliance with the mentioned specifications of goods;

12. Defect Liability Period: The defect liability period will be (06) months after acceptance of delivered goods under the Contract by the Purchaser;

13. Failure to Perform: The Purchaser may cancel the Contract 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. The Purchase will be entitled for forfeiture/deduction of retention money fully or partially if the Supplier defaults under the Contract during execution or in defect liability period.

NAME OF SUPPLIER: _____

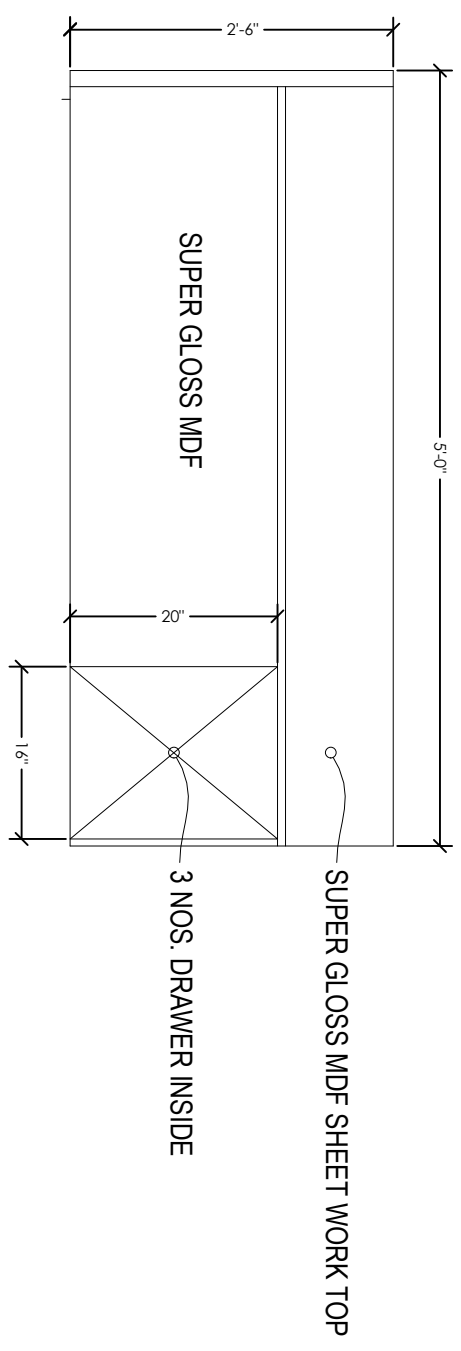
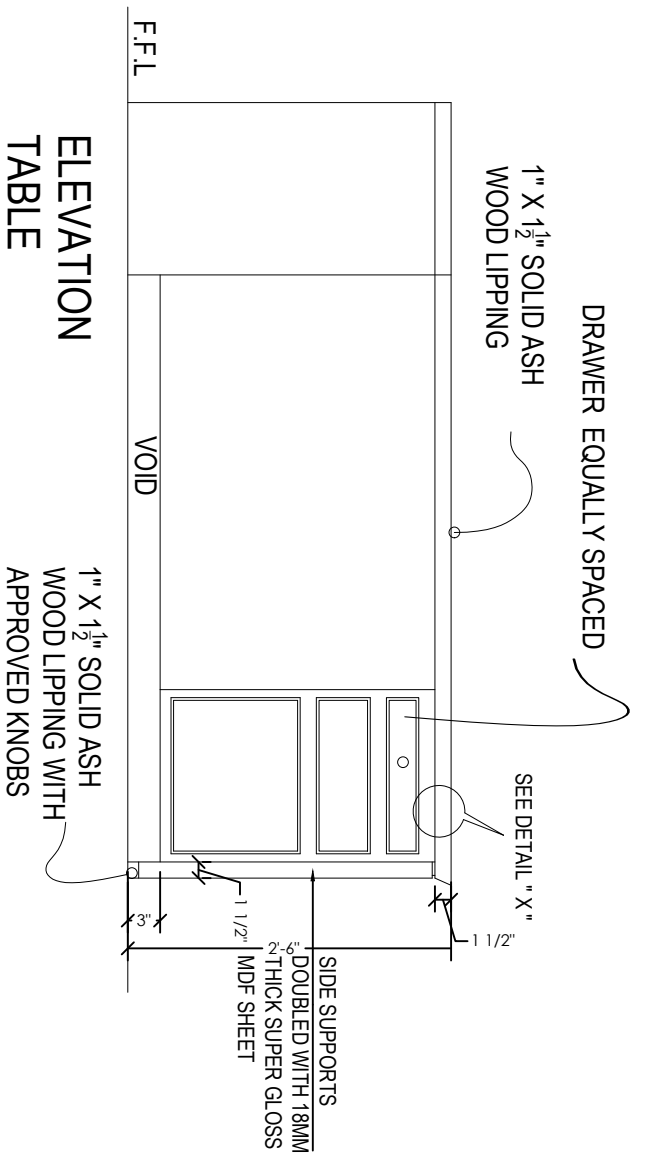
Authorized Signature: _____

Place: _____

Date: _____

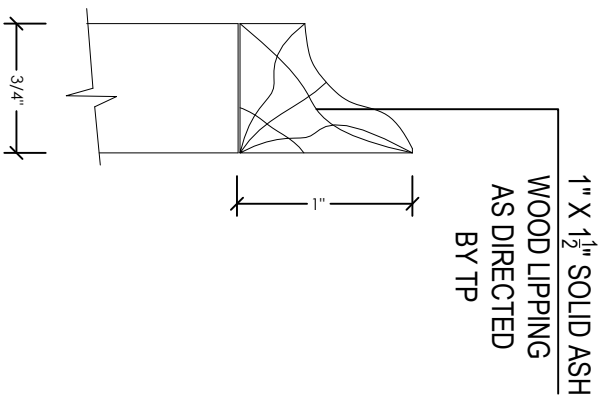
Appendix-1, "Technical Specifications"

Project: Peshawar Sustainable Bus Rapid Transit Corridor		Furniture Detail (Tables)				
Trans Peshawar Office Tables						
Sr.No	Description	Item Code	Unit	Quantity	Rate Rs.	Amount
	Supply of Tables					
1	Providing, making and Fixing 18mm thick super gloss MDF main table (5'-0" x 2'-6" x 2'-6") with doubled (18mm+18mm=36mm) super gloss MDF for its support and extra support for its top 18mm thick board with solid Ashwood lipping on all external sides and for supports with direct contact with the ground as per attached detailed drawing for the table (T2-1) and as approved along with high quality lock, knobs, handles, channel, kitchen hinges and other hardware, complete in all respect.	T2-1	Each	4		
Total Amount(PKR)						



PLAN

Not to Scale



DETAIL "X"

Drawing for Tables

	<p>TransPeshawar (The Urban Mobility Company)</p>	<p>Provision of Office Tables TransPeshawar</p>	<p>Title: TABLE (T2-1)</p> <p>Status: CONSTRUCTION DRAWINGS</p>	<p>Date: JUNE, 2022</p> <p>Scale: FTS</p>	<p>Project No: 2001</p> <p>Sheet No: A07</p>
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