



# **Advocacy, Research, Training & Services (ARTS) Foundation**

Tender #ARTS/LRCSE/SolarSystem/01/2018

## **BIDDING DOCUMENT**

### **Supply of Solar System**

### **Lighting Lives of Rural Communities through Small Scale Energy Project**

**Release Date:** October 02, 2018

**For:** AFGP Project

**Contractor:** ARTS Foundation

Details of the Bid

Date of commencement of bidding document	02-10-2018
Last date, Time and Address for receipt of bidding document	09-10-2018 by 11:00am(PST), Advocacy, Research, Training and Services (ARTS) Foundation, Bungalow # 12, Unit # 3, Block B – 15, Satellite Town, Mirpurkhas Email: <a href="mailto:artsfoundation@yahoo.com">artsfoundation@yahoo.com</a> Phone: +92-233-863232
Date and Time of bid opening	09-10-2018 by 11:30am (PST)
Place of opening of bids	Procurement Committee, Advocacy, Research, Training and Services (ARTS) Foundation, Bungalow # 12, Unit # 3, Block B – 15, Satellite Town, Mirpurkhas Phone: +92-233-863232

## 1. Introduction

Advocacy, Research, Training & Services Foundation is a not for profit and an indigenous civil society organization established on January 30, 2008 and registered on November 13, 2008 under Societies Act XXI of 1860 with the Registrar Joint Stock Companies and Societies, Government of Sindh, Pakistan.

ARTS Foundation aims to mainstream marginalized and most vulnerable segments of the society in development process through creating, strengthening and supporting local community groups, organizations and networks to influence policies through advocacy, lobbying, networking and training to protect and promote fundamental rights to empower women, girls, youth and children.

**Please Note, it is mandatory to fill section 4.0, 5.0 and submit with your quotation.**

## 2. Terms & Conditions

- All the firms shall submit their tenders along samples of the items before or till 11:00am up to Tuesday October 09, 2018 at Head Office of ARTS Foundation and will be opened on same day at 11:30am in the presence of authorized representative of the firm;
- Performance Security Deposit in favor of ARTS Foundation @ 5% of amount quoted for total items should be attached with the tender documents;
- Tender fee is Rs.500/- (non-refundable) which is mandatory to pay in cash in favor of ARTS Foundation before or till 11:00am, ARTS Foundation will issue its receipt to firm;
- Tender received after the due date & time will not be brought under consideration;
- Attested copies of Income Tax and Sales Tax number should be furnished by the firm along with the tenders;
- The successful firms will be responsible to deliver, install and take care of the items to project beneficiaries at relevant villages of district Umerkot along with complete documents (instructional manuals) and accessories;
- The successful firms will be responsible to develop training manual along solar technical expert for community trainings;
- The successful firms will be responsible to provide technical expert to deliver 6 basic trainings, one day each session and one advance two days session at village level for project beneficiary households – the logistic arrangements of all sessions will be made by ARTS Foundation;

- The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The competent authority shall upon request communicate to any bidder the ground for its rejection of all bids or proposals, but shall not be required to justify those grounds;
- Performance Security Deposit @ 5% of the contract value, which will be returned after the expiry of warranty period i.e. 5 months;
  - I. **Source/Nationality:** All goods and services supplied under this order must meet USAID Geographic Code 937 in accordance with the US Code of Federal Regulations (CFR), [22 CFR §228](#). OFAC sanctions, may apply to particular procurements of specific source or nationality.

Please visit

<http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>

- II. **Specifications:** Section 3 contains the technical specifications/requirements.
- III. **Quotations:** Prices must be quoted on a lump-sum, all-inclusive basis (including: insurance, inspections, transportations, taxes, etc). The quoted price should be **without GST**. Offers must remain valid for not less than **55 days** after the offer deadline.
- IV. **Negotiations:** Best-offer quotations are requested. It is anticipated that awards will be made solely on the basis of these original quotations; however, ARTS Foundation reserves the right to conduct negotiations and/or request clarifications prior to awarding a contract.
- V. **Evaluation and Award:** The award will be made to a responsible offeror whose offer follows the Tender instructions, meets the source/origin/nationality requirements, and is judged to be the most advantageous in terms of the following evaluation criteria. Only those offers will be considered who meet or exceeds the requested specification. In judging the offers, the following criteria will be used with weights applied accordingly:
  - **Cost (50) — Based on price offered**
  - **Cost (50) — Based on quality offered**

ARTS Foundation may (a) reject any or all bids, (b) accept other than the lowest cost bid, (c) accept more than one bid, (d) accept alternate bids, (e) accept part of the bid instead of whole and (f) waive informalities and minor irregularities in bids received.
- VI. **Terms and Conditions:** Issuance of this TENDER does not in any way obligate ARTS Foundation to award a purchase order, nor does it commit ARTS Foundation to pay for costs incurred in the preparation and submission of a proposal. This solicitation is subject to standard terms and conditions. Any resultant award or lease will be governed by these terms and conditions.
- VII. **Invoicing:** Upon the acceptance of the contract deliverables described in Section 3, the Subcontractor shall submit an original invoice to the ARTS Foundation office, for the payment. The invoice shall be sent to the following address: **Procurement Department**  
ARTS Foundation, Bungalow # 12, Unit # 3, Block B – 15, Satellite Town, Mirpurkhas
- VIII. **Delivery:** The delivery terms are to deliver items ordered within mentioned date. The delivery estimate presented in an offer in response to this TENDER must be upheld in the performance of any resulting contract.
- IX. **Warranty:** Warranty service and repair is required for all commodities under this TENDER. It is very important that these commodities be serviced with a well-established and capable

local technology service provider. The technology service provider/local agent must be an official provider, authorized dealer, or certified service provider or reseller of the brand offered.

To constitute a proper invoice, the invoice must include the following information and/or attached documentation. This information will assist in making timely payments to the Company:

1. Company legal name, NTN number STRN, invoice date, and invoice number.
2. Deliverable(s) number, description of approved deliverable(s), and corresponding fixed price(s).
3. Bank account information to which payment shall be sent and method of payment.

The ARTS Foundation office will pay the company invoice within thirty (30) business days after both

- a) ARTS Foundation approval of the company deliverables.
- b) ARTS Foundation receipt of the company invoice.

Payment will be made in Pakistani Rupees (PKR), paid to the account specified in the invoice, and withholding Tax will be deducted from the total amount.

***USAID/Pakistan has, in cooperation with the USAID Office of Inspector General, established the Anti-Fraud Hotline to provide an avenue for the reporting of fraud, waste, and abuse which may be associated with USAID funded projects in Pakistan. Complaints are handled with complete confidentiality and individuals are encouraged to report when corruption, fraud, waste or abuse may exist in the USAID/Pakistan projects.***

***Reports can be filed anonymously via the easy-to-use Hotline (toll free number 0800 84700); e-mail at [complaints@anti-fraudhotline.com](mailto:complaints@anti-fraudhotline.com); fax at 021-35390410; postal address at 5-C, 2nd Floor Khayban-e-Ittehad, Phase VII, DHA, Karachi, Pakistan; and on the website [www.anti-fraudhotline.com](http://www.anti-fraudhotline.com).”***

### **3 Technical Specifications**

Section 3 contains the technical specifications and requirements of the commodities. Line items are broken down into individual technical specifications.

For each technical specification and requirement line item listed hereunder.

Items				
S.No	Description	Quantity	Quotation/ Price	Delivery Time (Days)
1	Solar Plate (150 w) Type: Polycrystalline - Maximum Power Voltage (Vmp) 18.50v and Open Circuit Voltage 22.40v, Imp 8.38A, Isc 9.05A (STC: 1000W/m <sup>2</sup> , 25°C, AM 1.5) with 25 year life warranty	150 unit		
2	Led Lights (12 w each) Type: Local Made (Green Solar / Nizam OR any equivalent with warranty	300 unit		
3	Full Size (32) Fan (32 w) Type: Local Made (Al Shaikh/Sogo/NS Or Any equivalent with warranty	150 unit		
4	Solar Charge Controller (20 A) Type: DC System box built on charge controller, Max. Solar Input voltage is 50VDC. Low Voltage Adjustable Protection and recovery- ECO-WORTHY Solar Panel Charge Controller / MOHOO Solar Charge Controller OR any equivalent with warranty	150 unit		
5	Battery (12V 50 Ah) Type: Lead Acid / Lithium ion / flooded OR any equivalent with warranty	150 unit		
6	Wiring, Board and Labor Charges Type & Size: Wiring from to Solar Panel to Board – Wiring from Board to Pole (Fan, Led Lights) 4mm-2core, cable 1.5 mm red and black cable along Holder with Base, Main Connection Board, Switch On/Off Plastic Button and Charging Point etc wire as per requirement i.e. 70m to 100m in double	150 set		

## **4 Terms of Bid**

### **4.1. Bid Security**

All bidders shall furnish Security Deposit equivalent to 5% (Five) of the Cost of Deliverables in the form of Call Deposit/Pay Order/Demand Draft in favor of ARTS Foundation. Cheque of any kind will not be accepted in any case. After selection of successful bidder, ARTS Foundation will return/release the bid security to the unsuccessful bidders.

### **4.2 Warranty & Maintenance**

4.2.1. The Vendor shall be fully responsible for the defected items and will be responsible to replace at his own cost within in 3-4 working days.

4.2. 2. Standard Warranty for the equipment (if any) as mentioned in the section 3.

### **4.3 Packing & Storage**

Each package would contain the Month and Year of Manufacture, Manufacturer's Serial Number and Bar Code Printing of Manufacturing Details as per National / International Industry Standard. A packing list should be prepared for each item which inter alia includes;

- i. Model Number, Batch Number & Serial Number
- ii. List of accessories
- iii. Operating instructions leaflet in English or in Urdu
- iv. Warrantee Card, its manual and service center/authorized service center details

### **4.4 Penalty for Downtime**

In case of delay in the supply of material against the terms indicated in the purchase order, the Vendor will have to pay a fine of 0.5 % (Half) percent of the balance quantity for each day of delay. If shipment is delayed for more than 7 days the Purchaser has the right to unilaterally cancel the contract and his bid security will be forfeited.

### **4.5 Penalty on Liquidated Damages for Delayed Supply**

In case the delivery is delayed beyond the stipulated date of delivery, 'liquidated damage for late delivery @ one half of one percent (0.5%) of the order value for each day of delay or part thereof would be imposed, subject to maximum of 10% if the delay is for 10 days or more. The penalty for late delivery will be deducted from the bill amount.

### **4.6 Bid Currency**

All prices shall be expressed in Pakistani Rupees only.

### **4.7 Cost of Bidding**

The bidder shall bear all the costs associated with the preparation and submission of bids & samples and ARTS Foundation will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

### **4.8 Bid Opening and Evaluation**

- The Purchaser will open the bids, in the presence of Bidder's representative(s) who choose/authorized to attend, at the time and date mentioned in Bid document at the address mentioned at bidding details.
- The bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for Purchaser, the bids shall be opened at the appointed time and place on next working days.
- Bidders satisfying the technical requirements as determined by the Purchaser and accepting the Terms and Conditions of this document shall be short-listed.
- Decision of the Purchaser in this regard shall be final and binding on the bidders.
- The contract will be awarded only to the successful responsive bidder.

- ARTS Foundation reserves the right to negotiate with Second, third bidder etc. if successful bidder is not able to supply the deliverables and his bid security will be forfeited.

**Section 4: Vendor Details**

Business name:

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Address:

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Registration status:

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NTN number:

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STRN number:

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Owner's name:

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CNIC number:

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Telephone #:

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Does the business have an active bank account? (Circle one)      YES      NO

*Offerors are requested to complete the following table regarding per-unit pricing (inclusive of delivery price)*



**Section 5: Letter of Submission of Tender**

*The following letter must be completed and submitted with any offer:*

To: ARTS Foundation  
Attention: Procurement Department  
Reference: TENDER NOTICE

To Whom It May Concern:

I hereby present the enclosed proposal in response to the above-referenced TENDER.

I hereby acknowledge and agree to all of the terms and conditions, special provisions, and instructions included in the above referenced TENDER. I further certify that the business named below—as well as the business’ principal officers and all commodities/services offered in response to this TENDER—are eligible to participate in this procurement under the terms and conditions of this solicitation and under USAID regulations.

I certify the following: “The business named below, to the best of my current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.”

**The prices quoted in this offer are valid for 55 days.**

I hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete, to the best of my knowledge.

\_\_\_\_\_  
Business name

\_\_\_\_\_  
Name and title of authorized representative

\_\_\_\_\_  
CNIC Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date