



Tender Documents

Association of People Living with HIV & AIDS [APLHIV]



To Engage a Firm/Company for Logistic Services



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1- DESCRIPTION OF WORK

The Association of People Living with HIV & AIDS (APLHIV), a Sub Recipient of Global Fund under NFR Grant 2018-2020, invites bids/ proposals from well-established / reputed / GST / NTN registered courier/ logistic firms/companies having strong courier / cargo networks nationwide coupled with advance technology for delivery of food package to the people living with HIV in the country.

2. TECHNICAL EVALUATION CRITERIA

In preparing the Tender documents, the vendors are expected to examine the documents comprising this document in detail. Material deficiencies in providing the information in the document may result in rejection of a Tender document. Therefore, interested Firms/ Companies should attach the following documents with Tender documents for verification:

Criteria	Technical Evaluation Criteria
Experience & Profile	Number of years, since inception of business operations as Registered Company. (Relevant copy of certificate must be attached)
Service & Reporting	<ul style="list-style-type: none"> • Online tracking service • Courier portal for booking • Real time booking/delivery updates • 24/7 call center • Delivery time • Delivery vouchers/QSR
Clientage & Coverage	<ul style="list-style-type: none"> • No. of Clients • Presence of services across difference Cities. (Relevant proofs to be attached)
Relevant Work/Assignment /Project	<ul style="list-style-type: none"> • One to Ten Assignments • Ten to Twenty Assignments • Above Twenty Assignments (Relevant proofs to be provided)
APLHIV Experience	Experience of working with APLHIV in Past.



Registration With Government	Valid Registration Certificate or legal document to undertake business
NTN and GST Certificate	NTN & GST Certificate

Important Note:

- i. Non compliance of any of the above technical evaluation criteria may result in rejection of the bids/proposals. Therefore, it is advised to prepare Technical Bids very carefully as per annexure-II otherwise no claim shall be entertained.
- ii. Relative marking will be observed for Evaluation Criteria.

3- FINANCIAL BID

- i. All the Government taxes including GST must be included in the quoted rates. Separate claim in this regard will not be entertained from the Service Provider.
- ii. Bidders are required to submit their proposals in PAK Rupees (PKR).
- iii. All Bidders must fill the attached financial bid (**Annex III**) on the letter head duly signed and stamped.

4- SELECTION PROCEDURE

- i. Evaluation of the firms shall be based on information provided in Documents as per criteria
- ii. The bidders who are unable to fulfill the mandatory requirement of Terms & Conditions of this document, his bid will be cancelled straightaway and no further consideration will be given.
- iii. The marks allocated to Technical & Financial Bid are as follows:
 - iv. Technical Bid (T) 65 Marks
 - v. Financial Bid (F) 35 Marks
 - vi. Total (T+F) (65+35)=100 Marks
- vii. The bidder whose quoted prices are lowest will get the maximum marks (i.e. 35 marks) in financial evaluation using formulae given below:
 - A) Bid Ratio = (a) Lowest quoted price / (b) Quoted price for which financial marks are required [For lowest bid ratio would be 1]
 - B) Bid Ratio x 35 = Financial marks of (b)
- viii. The final selection will be made on the aggregate marks obtained by the firms/companies.
- ix. After the approval of contract award, an agreement on the stamp paper worth Rs. 100/- shall be executed by APLHIV & the selected Firm/Company within 7 days of the selection. The draft form of contract is attached as Annex-IV.
- x. The firms scoring 60% marks in technical bid will qualify for contesting financial bid.



5- MODE OF PAYMENT

- i. Payment will be made on monthly basis on completion of satisfactory delivery in the light of approved Tender rates. The rates will be inclusive of all taxes.
- ii. Government taxes will be deducted at sources at the time of payment. Exemption Certificate must be provided in case of any exemption from Income Tax Withholding.
- iii. All payments shall be made through cross cheque in the Pak Rupees on presenting the original invoice along with supporting evidences as per contract.

6- SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

- i. Interested firms/companies should send the "bids/proposals" in two sealed envelopes through courier service and must reached the office of The Association of People Living with HIV & AIDS located at House No. 646-B, Street # 40, E-11/3 National Police Foundation by **May 11, 2018 latest by 10:30 AM.**
- ii. The received bids will be opened on the same day at 11:00 am at APLHIV Office.
- iii. APLHIV- Pakistan will go for agreement with the selected supplier from the date of selection to June 30, 2018.

7- GENERAL TERMS & CONDITIONS

1. Company or firm must have registered offices across Country.
2. Conditional tender will not be entertained.
3. The successful firm/company will have to execute/sign a agreement with APLHIV, Islamabad.
4. The successful bidder would provide quality service on the rates given and approved by the Tender/Purchase/ Procurement Committee.
5. All rates offered should be valid for a period ending June 30, 2018.
6. A written Power of Attorney is required for authorizing the person signing the tender.
7. An undertaking must be submitted that the tenderers shall be solely responsible for the safe and sound delivery of consignments.
8. The successful company/firm shall not let, sublet, assign or sub-contract or otherwise, his interests in the agreement to any other person or company providing such courier services.



9. Any act of the bidder in contravention of these terms and condition would be treated as breach of contract.
10. All the documents to be duly signed and stamped

The above mentioned terms & conditions have been carefully read & are hereby unconditionally accepted.



ANNEX- I

TENDER APPLICATION/DECLARATION FORM		
1	Name of the Firm/Company	
2	A Registration Number	
	B Full Postal Address (Business Address)	
	C Telephone No.	
	D Fax No.	
	E E-Mail Address	
3	NTN Certificate of the Supplier	
4	Bank Details	Title of the Account: Bank Name: Branch: Account No:



ANNEX- (II)

TECHNICAL EVALUATION CRITERIA

Criteria	Marking Criteria	Marks	
Profile & Experience	<ul style="list-style-type: none"> • Registration certificate • NTN Certificate • Number of years, since inception of business operations as Registered Logistics Company. • Affidavit to the effect that the firm has not been blacklisted and is not in litigation with any organization/department private or public • Registration certificate <p>(Relevant copy of certificate must be attached)</p>	15	
Service & Reporting	<ul style="list-style-type: none"> • Online tracking service • Courier portal for booking • Real time booking/delivery updates • 24/7 call center • Delivery time • Delivery voucher 	20	
Clientage & Coverage:	<ul style="list-style-type: none"> • No. of Clients • Presence of services across difference cities <p>(Relevant proofs to be attached)</p>	15	



Relevant Work/Assignment /Project	<ul style="list-style-type: none"> • One to Ten Assignments • Ten to Twenty Assignments • Above Twenty Assignments (Relevant Proofs to be provided)	10	
Experience with APLHIV	APLHIV Past experiences with the courier service provider.	05	

ANNEX- (III)

Financial Bid

Zone	Cities	Rates Per KG (including all taxes)
Zone A	Karachi, Sukkur, Lahore, Islamabad, Rawalpindi, Gujranwala, Peshawar, Attock, Wah, Taxila, Gujarkhan, Hassan Abdal, Kohat, Haripur, Chakwal, Abbottabad, Hattar, Gujrat, Jhelum, Newshehra, Barakahu, Kahuta, Rawat, Kamra.	
Zone B	Hyderabad, Pannu Aqil, Ghotki, Rahim Yar Khan, Sadiqabad, Khanpur, Haripur, Raiwand, Bhaipheru, Patoki (Lahore), Sheikhpura, Muridkey, Asur, Faisalabad, Vehari, Okara, Sahiwal, Bahawalpur, Multan, Daharki, Jacobabad, Joharabad, Chiniot, Gojra, Bhalwal, Dera Isail Khan, Sargodha, Jhang, Mianwali, Khoshab, Chichawatni, Arifwala, Layyah, Dera Ghazi Khan, Burewala, Narowal, Wazirabad, Pasroor, Sialkot, Mirpur A.K, Kharian, Lala Musa, Mandi Bahauddin, Kamoke, Hafizabad, Daska, Havellian, Fateh Jang, Mangla, Dina, Srail Alamgir.	



<p>Zone C</p>	<p>Hub, Larkana, Quetta, Nawabshah, Mirpur Khas, Mityari, Mirpur Mathelo, Naudero, Shikarpur, Nankana Sahib, Samandri, Rabwah, Jaranwala, Toba Tek Singh, Bannu, Shor Kot, Lodhran, Bahalnagar, Mailsi, Renala khurd, Muzaffar Garh, Mian Channu, Chishtian, Shujahabad, Hasilpur, Jalalpur Jatta, Mardan, Mingora (Sawat), Charsadda, Hala, Dadu, Thatta, Tandu Allah Yar, Badin, Moro, Shahdadpur, Tando Jam, Tando Adam, Tando Mohd. Khan, Sanghar, Sakrand, Ubaro, Khanewal, Farqabad, Noshero Feroz, Bhakkar, Pakpatan Sharif, Ahmed Pur east, Jampur, Kamalia, Karor Pakka, Kot Addu, Haroonabad, Forte Abbas, Mansehra, Talagang, Muzaffarabad A.K, Sambrial, Gadoon, amazai, Dinga, Feroz Watowan, Jalalpur Jatta, Kala Shah Kaku, Narang Mandi, Phalia, Shinkiari, Takht Bai.</p>	
<p>Zone D</p>	<p>Matli, Gawadar, Turbat, Sui, Dera Murad Jamali, Liaquatpur, Guddu, Kandh Kot, Gari Khairo, Jhat Pat, Kambar Ali Khan, Khairpur Nathan, Mehar, Mehrab Pur, Ranipur, Ratto Dero, Usta Mohammad, Shahdad Kot, Hashmore, Sangla Hill, Tank, Laki Marwat, Daud Khel, Rajanpur, Mahmoodkot, Jhanian, Kabir Wala, Abdul Hakim, Alipur, Depalpur, Tarbela, Gilgit, Murree, Bagh, Kotli A.K, Khewra dandot, Chawinda, Temargarah, Umerkot, Bhera, Bhawana, Chawk Azam, Choa Syden Shah, Chak Sawari, Sarwar Shaheed, Digri, Dunia Pur, Dharanwala, Dadyal A.K, Fatehpur, Haira, Hujra Shahmuqem, Hazroo, Jalal Pur Pirwa, Jatol, Kot Ghulam Muhd., Kandyaro, Kunri, Khipro, Mirwah Gorchani, Minchanabad, Malik Wal, Dokri, Qila Dedar Sing, Rajana, Sakardu, Silanwali, Tull, Tibba Sultan, Yazman Mandi.</p>	



Draft Agreement

This Deed of Agreement is made and entered into on _____ day of _____ 2018

BETWEEN

-----**(name of company/firm)** whose Registered office is at _____ represented by -----
----- (here in after called SERVICE PROVIDER) on the one Part.

AND

The Association of People Living with HIV & AIDS having its office at **House No. 646 (Basement), Street 40, National Police Foundation E-11/3, Islamabad**, represented by Mr. **Asghar Ilyas Satii CNIC -- -----, National Coordinator** of **The Association of People Living with HIV & AIDS** (here in after called CLIENT) on the other Part.

Whereas **The Association of People Living with HIV & AIDS** has a Project to provide "Living Care & Support to HIV Community" under Global Fund New Funding Request which includes Nutrition Package to be delivered to eligible patients in the country.

And whereas for this purpose CLIENT desires to appoint the Service Provider to deliver the shipment from _____ (date) to----- (date) to the beneficiaries in the country.

And whereas the SERVICE PROVIDER expresses their desire to enter into an agreement with the CLIENT for the job.

NOW THIS DEED OF AGREEMENT WITNESSES THE TERMS AND CONDITIONS AS FOLLOWS:

1. Delivery cost will be as per approved tender.
2. Delivery time within XXX to XXX working days as per Zoning. Whereas booking day will be considered day zero.
3. Min chargeable limit up to XXXXX,
4. Government taxes, will be charged as per actual, where applicable.
5. The courier company will provide withholding tax exemption certificate otherwise withholding tax as per government rules will be deducted.
6. In case of shipment lost / damage, Rs 100/kg will be claimed.
7. Recommended size of the shipment for proper handling should not exceed 50 kgs / piece
8. Fork Lifter / Material handling charges at origin/ destination will be charged as per actual



depending upon the shipment.

9. Additional cost will be charged in order to transport odd / irregular size shipments separately.
10. Road worthy proper packaging of shipment is the responsibility of shipper.
11. The Courier Company will be responsible to ensure delivery of shipment as per agreed time line.
12. The Courier Company will be responsible to ensure to take over shipment as per instruction of the Shipper.
13. The Courier Company will provide a copy of Quality Service Report [QSR] indicating date of booking, Consignment Number, Destination, weight, time and date of delivery and name of recipient at the end of the month or delivery voucher
14. Payment will be made through cross cheque within 10 working days after submission of invoice and QSR. The cheque will be issued in name of "Service Provider".

Signed By

Signed By

APLHIV-Pakistan

Courier Company

Witness No.1

Witness No.2