



# **Tender Documents**

## **Association of People Living with HIV & AIDS [APLHIV]**



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**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 **National AIDS Control Program/Common Management Unit (NACP-CMU)** under **the Global Fund** Grant GC-07, 2025-2026, 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 across the **whole** 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"> <li>• Online tracking service</li> <li>• Courier portal for booking</li> <li>• Real time booking/delivery updates</li> <li>• 24/7 call center</li> <li>• Delivery time</li> <li>• Delivery vouchers/QSR</li> </ul>
Clientage & Coverage	<ul style="list-style-type: none"> <li>• No. of Clients</li> <li>• Presence of services across difference Cities.</li> </ul> (Relevant proofs to be attached)
Relevant Work/Assignment /Project	<ul style="list-style-type: none"> <li>• One to Ten Assignments</li> <li>• Ten to Twenty Assignments</li> <li>• Above Twenty Assignments</li> </ul> (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. Noncompliance 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).

### **4- SELECTION PROCEDURE**

- i. Evaluation of the firms shall be based on information/evidence provided in Documents as per criteria
- ii. The bidders who are unable to fulfill the mandatory requirement of Terms & Conditions of this document 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 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 evidence 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 reach the office of The Association of People Living with HIV & AIDS located at House No. 684, Street # 43, E-11/3 National Police Foundation by **January 21, 2025, latest by 10:30 AM**. The envelopes must be clearly marked with "Technical Proposal" and "Financial Proposal"
- 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 December 31, 2025, extendable up to one additional year.

## 7- GENERAL TERMS & CONDITIONS

1. Company or firm must have registered offices, warehouses and filed teams across Country.
2. Conditional tender will not be entertained.
3. The weight of each food package will be approximately 22-24 kg.
4. The successful firm/company will have to execute/sign an agreement with APLHIV- Pakistan.
5. The successful bidder would provide quality service on the rates given and approved by the Tender/Purchase/ Procurement Committee.
6. All rates offered must remain valid until December 31, 2025. In the event of an extended contract for an additional year, rate revisions may be applied in accordance with the prevailing inflation rate as issued by the State Bank of Pakistan.
7. A written Power of Attorney is required for authorizing the person signing the tender.
8. An undertaking must be submitted that the tenderers shall be solely responsible for the safe and sound delivery of consignments.



9. 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.
10. The successful bidder shall provide a performance guarantee.
11. Any act of the bidder in contravention of these terms and condition would be treated as breach of contract.
12. All the documents to be duly signed by competent authority and stamped  
The above-mentioned terms & conditions have been carefully read & are hereby unconditionally accepted.
13. Management of APLHIV- Pakistan reserves the right to accept or reject any or all the tenders.



**ANNEX- I**

<b>TENDER APPLICATION/DECLARATION FORM</b>		
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 & STRN Certificates of the Supplier	
4	Bank Details	Title of the Account: Bank Name: Branch: Account No:



**ANNEX- II**

**TECHNICAL EVALUATION CRITERIA**

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





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

**ANNEX-III**

**Draft Agreement**

**(The terms of this draft will be finalized with successful bidder at the time of contract signing)**

This Deed of Agreement is made and entered into on \_\_\_\_\_ day of \_\_\_\_\_ 2025

**BETWEEN**

XXX Company whose Registered office is at XXXXX 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. 684, Street 43, National Police Foundation E-11/3, Islamabad**, represented by Mr. **Asghar Ilyas Satii** having **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 under Global Fund Grant GC-07, 2025-2026, which includes the provision of "Nutritional Support to HIV Community" to be delivered to eligible patients all over Pakistan

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. That the Agreement shall come into force from \_\_\_\_\_ and shall remain valid until December 31, 2025, or cancelled by THE PURCHASER. The agreement is extendable if mutually agreed by both the parties.
2. Delivery cost will be as per approved tender.
3. Delivery time within XXX to XXX working days as per Zoning. Whereas booking day will be considered day zero.
4. Min chargeable limit up to XXXXX,
5. Government taxes will be charged as per actual, where applicable.
6. The courier company will provide withholding tax exemption certificate otherwise withholding tax as per government rules will be deducted.
7. The weight of each food package will be approximately 22-24 kg.
8. In case of shipment lost / damage, Rs 400/kg will be claimed.
9. Recommended size of the shipment for proper handling should not exceed 50 kgs / piece
10. Fork Lifter / Material handling charges at origin/ destination will be charged as per actual depending upon the shipment.
11. Additional cost will be charged to transport odd / irregular size shipments separately.
12. Road worthy proper packaging of shipment is the responsibility of shipper.
13. The Courier Company will be responsible to ensure delivery of shipment as per agreed timeline.
14. The Courier Company will be responsible to ensure to take over shipment as per instruction of the Shipper.
15. 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
16. Payment will be made through cross cheque within 10 working days after submission of invoice, required supporting documents and QSR. The cheque will be issued in the name of "Service Provider". The following details will be provided for cross cheque payments: -
  - a. Account Title: -----
  - b. Account Number: -----
  - c. Name of the Bank: -----
  - d. Name of the Branch: -----
17. The Courier Company shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by courier company to perform any services under this contract. Failure to comply with PSEA policy of APLHIV will result in immediate cancellation of contract. A copy of PSEA policy of APLHIV is attached as **Annexure A** with this contract.
18. In case a shipment is not delivered, the courier company will deliver it back to the office of the Client in Islamabad and no charges will be given for return.



19. Every shipment will be delivered to the clients as per given address within 10 x days of the dispatch of the shipment.
20. Any damage to the shipment during transportation will be borne by the courier company/firm.
21. The courier company/firm will appoint an officer for all kinds of communication, coordination with Client and smooth execution of the operation.
22. Any additional terms can be added once the contract will be finalized.

**Signed By**

**Signed By**

**APLHIV-Pakistan**

**Courier Company**

**Witness No.1**

**Witness No.2**