

Invitation for Tender

December 14, 2024

Tender Ref #: SF -IFT-WHH-PAK 1120-21 / SR NO. 315

Invitation for Tender Regarding Provision of Food Items in Umerkot District with the support of Welthungerhilfe (WHH).

1. Introduction of Organization:

SAMI Foundation (SF), which is a not for profit, rights based, humanitarian & development organization established in 1993. The organization is registered under the Voluntary Social Welfare Agencies (Registration & Control) Ordinance, 1961 (XLVI of 1961) in April 1993. SF envisions a just, inclusive, equitable, enlightened and responsible society. SF works with marginalized groups for integrated community development through socio economic empowerment through access to basic facilities, human resource development, partnership building, awareness raising and right based advocacy.

2. Introduction of WHH

Welthungerhilfe (WHH) was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. The organization is non-profit-seeking, non-partisan and non-denominational. Donations from the population at large fund our work in over 40 countries in Africa, Asia and Latin America. In addition, WHH receives grants from the Federal German Government, the European Union, and the United Nations for International Development.

Sami Foundation has partnered with Welthungerhilfe (WHH-an International NGO) to Drought Anticipatory action in Pakistan 2024 in Umerkot District.

Sami Foundation invites for bids from registered, qualified and experiences suppliers/contractors for the services/supplies of the following lots

Lot # 01. Provision of Food Items

3. Instructions to bidders

By submitting a tender, bidder is fully and unreservedly accepting the conditions of this call for tenders, which will constitute governing the contract as the sole basis of this tendering procedure, whatever the bidders own conditions of sale may be which they hereby waive. The bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

To be eligible to take part in this tender procedure, bidders must prove to the satisfaction of the Contracting Authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively. Participation is open to natural persons and legal persons participating either individually or in a grouping (consortium) of bidders as well as to international organizations.

The foreseeable timetable for this procedure is as follows:

	DATE	TIME in PST
Deadline for requesting clarifications from the Contracting Authority	December 18 , 2024	05:00 PM
Last date on which clarifications are issued by the Contracting Authority	December 18 , 2024	05:00 PM
Deadline for submission of IFT	December 21 , 2024	05:00 PM
Tender Opening	December 23 , 2024	11:00 AM

4. General remarks and special condition

All offered commodities must be sound, fair and in merchantable quality. The quality must be in line with the Specifications stated in this tender.

- All offered materials/products according to national/international standards such as ISO and Pakistan Standards and Quality Control Authority (PSQCA).
- Expiry Dates: Food items delivered must have a minimum validity of 6 months to 1 year at the time of delivery.
- Packaging: Packaging should be leakage-free and suitable for delivery to Sami foundation warehouse and then field area if any item found leaked at place of delivery vendors have to replace it immediately.
- Food Quality Certification: Vendors must provide a ****Food Quality Certificate**** issued by the Food Authority for non-branded products or products without ISO Certification.
- The Contracting Authority holds the right to change quantities and slight changes to the technical specifications of all or any item and will inform well in time.
- The origin and brand of all products/material needs to be indicated in the offer.
- In case an alternative to the specified items is offered, this must be clearly indicated and excessively documented.
- All the tenders should be submitted exclusively through the <https://ngostenders.com/> (Mandatory) Manually at Sami Foundation Head office near eye hospital Akber-E-Azim road Umerkot those supplier who submit their tender manually it is mandatory for supplier who submit their bids online on or before December 21, 2024 till 05:00 PM.
- The Supplier must quote only one option for each item. Bids received with more than one options and rates may be rejected.
- Tender committee reserves the right to change the quantities or cancel/reject any or all offers without assigning any reason.
- Vender/supplier must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently black listed
- Lowest price will not be the sole criteria; quality, previous experience and timely delivery will also be considered.
- The successful bidder will be required to submit a performance guarantee @ 5% of the contract value in the form of CDR/Pay-order.

5. Specifications / Quantities

Lot # 01. Provision of Food Items

S. No	Name of Item	Specification	Unit	Quantity	Unit rate inclusive of all	Total Amount
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					taxes, transportat ion and loading/ unloading cost.	
1	Fortified Wheat Flour	Wheat Flour Moisture 11-11.5 % Total Ash 1.3-1.5 % Max Water Absorption 70% and above Gluten 9- 10% Crude Fiber 2.3- 2.5% Packing: 20 KG in each bag All bags must be clean, Dry, undamaged and firmly sewn. (1 Bag for each beneficiary)	Bags	215 Bags		
2	Rice	RICE, long grain, 10% broken Moisture Maximum 14% Good quality or grade A Analysis of contaminants must state that the Rice is "fit for human consumption". Packing: 05 KG in each bag (05 KG Bag for each beneficiary)	Bags	1075 Kg (215 Bags)		
3	Pulses (Daal Chana)	Moisture 14% max., Time of cooking 45 minutes max. Without pre-soaking, Heated grains 0.05% max. Good quality or grade A Packing: 2 KG in each bag (2 KG Bag for each beneficiary)	Bags	430 KG (215 Bags)		
4	Sugar	WHITE SUGAR Polarization, Min. 99.7 degrees, Moisture, Max. 0.1%,Ash Max 0.04%, Invert. Sugar, Color Max. 60 Icumsa units Analysis of contaminants must state that the sugar is "fit for human consumption". Packing: 05 KG in each bag (05 KG Bag for each beneficiary)	Bags	1075 KG (215 Bags)		
5	Cooking oil	ISO certified cooking Oil. 5 pouch in one carton without nozzle (1 Carton for each beneficiary) Packing: 03 Liters in each carton	Cartoo ns	645 Liters (215 Carto ons)		
6	Black Tea	Branded as per ISO standard Water extract min. 32% Total Ash maximum 8%, minimum 4%,Ratio of water soluble of total Ash 45%, Ash insoluble in acid 1% Analysis of contaminants must state that	Bags	107.5 KG (215 Bags)		

		the black tea is "fit for human consumption". Packing 0.5 Kg in each bag				
7	Salt	Salt (iodized) ISO certified from reputable quality. Packing: 800 Gram (800 Gram packet for each beneficiary)	Packets	(215 Packets)		
Total Amount in PKR Inclusive of all applied taxes transportation and loading/ unloading cost.						
Supplies/Service delivery time in Days after PO / Purchase Contract						

All the bidders shall take these tables on their quotation (on letter head) and fill out the unit rate and total amount columns and delivery time as well or fill may fill here with signed and stamped.

Vendors must mention the brand names in their quotations. Physical samples are not required for branded items; only non-branded items will require physical samples for quality checks must be submitted 21st December, 2024.

6. Delivery details (Provision of Food Items in Umerkot district)

Sr. No	Delivery Area
1	Sami Foundation Warehouse Umerkot

- If the quantity is increased from above mention quantity the payment will be made as per unit rate mentioned in quotation for the each additional quantity
- The bidder must submit a tender for all items of a lot.
- A bidder may include in its tender the overall discount it would grant in the event of some or all the items for which it has submitted a tender being awarded. The discount should be clearly indicated for each item in such a way that it can be announced during the public tender opening session.
- All work is to be done at Umerkot (areas mentioned in article 6)
- All material is to be delivered at locations in Umerkot (areas mentioned in article 6)
- The work must be completed before with 20 working days with effect from the Contract Signing.

7. Pricing

- All prices in the quotation must be indicated in Pakistan Rupees (PKR). Quotations stated in other currencies will not be considered in the awarding process.
- The analysis of the offers will be performed in Pakistani Rupees (PKR).
- Prices need to include, tax, transportation, loading/ unloading and other allied cost.

- In case of calculation mistake in the submitted quotation, the unit rate mentioned in the quotation for items will be considered as final. Each item will be evaluated separately.

8. Samples/Pictures/Specifications:

- Samples must be submitted at *Sami Foundation Head Office* on or before *December 21, 2024* till *05:00PM* at Near Eye Hospital Akbar-e-Azam Road Umerkot. Online bids without sample submission bid may be rejected. Tenderers who present their bids after stipulated time or incomplete bids will be excluded from the tender evaluation process.
- The property of the samples remains to tenderer/sender and are to be delivered and collected at the cost of the tenderer. After tender evaluation, the samples can be collected at the address of sample delivery. If not collected within 07 days of the closing of the tender the property of the samples will be changed to contracting authority.

9. Inspection

The Contracting Authority shall be entitled to review and verify the items as per given specification or any technical assessment if required

An Inspection by the third-party will also be conducted during the mid/final level of the assignment.

10. Ordering Party

Sami Foundation Head Office, Akbar-e-Azam Road near Eye Hospital Umerkot. Contact No: 0238 -571593

11. Documents

- Copy of GST registration form or Sales Tax registration form, NTN, SRB, CNIC and the registration certificate from the relevant authority like SECP.
- Company profile
- Supplier declaration form (attached in tender dossier)
- A valid registration certificate from the Pakistan Engineering Council with the clearly mentioned the threshold / amount of contract authorization.
- Work Plan with timelines

Following documents will be requested from the contractor after firm order:

- Signed copy of the contract for acceptance.
- Original Commercial Invoice
- Proforma Invoice (addressed to Consignee)
- Original way bills

12. Payment Conditions

- Payment will be made in the PKR currency of the Contract as per actual work done.
- Payments due by the Contracting Authority shall be made through cross cheque to the contractor.
- Pre-financing (advance payment) will not be granted

13. Penalties

The vendor should follow and will be bond the timelines as mentioned in deliverables. Sami Foundation reserves the right to cancel the contract at any time, in case of non-compliance with the mentioned deliverables and comprise in the quality of the delivered material or Items. The vendor will be responsible for replacing the broken material.

14. Award Criteria

- We prefer one single supplier for all items but reserve the right to divide lot wise to different suppliers.
- Bidders not providing all necessary documents, not properly signed and stamped may be excluded from the evaluation process.
- Tenders will be ranked according to their combined relevant experience and financial scores using the weights for Supplies items

- a) 55% for the offered price,
 - b) 25% quality of samples
 - c) 10% food authority certification
 - d) 10% for the relevant experiences provide minimum 2 relevant POs, 5 marks for each PO, NTN, valid Registration (if required) 5 marks
- Lowest price will not be the sole criteria; quality, delivery time and previous experience will also be considered.
 - Payment will be made as per actual items / services used.

15. Tender Conditions

- The tenders, all correspondence and documents related to the tender exchanged by the bidder and the Contracting Authority must be written in the language of the procedure, which is English.
- The offer has to have a validity of minimum 90 days following the tender deadline.
- Quotations are to be provided in hard copy, in one copy only. Offers per e-mail or fax will not be accepted or considered.
- All tenders, including annexes and all supporting documents, must be submitted in a sealed envelope bearing only:
- The reference code of this tender procedure i.e. **Tender Ref #: SF -IFT-WHH-PAK 1120-21 / SR NO 315**
- The words 'Not to be opened before the tender opening session. The name of bidder should be clearly mentioned on envelop.

16. **Alteration or withdrawal of tenders**

- Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.
- Any such notification of alteration or withdrawal must be prepared and submitted in outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.
- No tender may be withdrawn in the interval between the deadline for submission of tenders
- Costs of preparing tenders: No costs incurred by the bidder in preparing and submitting the tender are reimbursable. All such costs will be borne by the bidder.
- Ownership of tenders: The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.
- Suppliers who do not receive a written feedback 20 days after expiry of the deadline have not been successful and will not be informed in writing.
- The decision of the tender committee will be final, Sami Foundation has the right to reject or accept all offers, and this will not be challengeable in any court

In case any questions, contact Email: finance.samifoundation@gmail.com Contact No: 0238-571593 Cell: 0349-5383429

Welthungerhilfe Sami foundation Supplier Declaration Form

Note: This Supplier Declaration Form, including your certification by signature, is part of the qualification procedure for our suppliers and service providers. If you do not fully complete this form, you may be disqualified from the tender.

1. Supplier information

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted in sections 1.1 and 1.2 below is true and complete.

Information about your business

Please provide the following information about your business and attach a copy of your company's legal registration document if available.

Business name	
Legal form <i>If the supplier is not a registered company, write "not registered."</i>	
Year founded	
Country where established	
VAT or registration number	
Bank details <i>Include the account holder's name, bank name, IBAN, SWIFT code, and currency used.</i>	
Physical address, email address, and website	
Contact Sales and marketing	
Range of products and services provided (Portfolio)	
Other information	

Information about your managing officials

Welthungerhilfe and PARTNER ORGANIZATION up holds high moral standards regarding the conduct of its employees, partners, suppliers, and other service providers. As discussed in part 2.3 below, one of these standards is a condemnation of terrorism and a commitment that no funds or other resources will be used to support terrorists or terrorist activities in any way. Not only is this standard an integral part of how

Welthungerhilfe and PARTNER ORGANIZATION works, but it is also an expectation of our institutional donors and banks that we screen our suppliers and service providers against lists of known and suspected terrorists on a regular basis.

For this reason, we are required to collect certain information about the relevant decision makers of each supplier. In particular, we request information about your top 4 managing officials (e.g. executive board members, managing directors, or heads of department). Generally, these are the individuals listed on your company's registration document. If your company has fewer than 4 managing officials, please provide details for all of your managing officials and let us know this fact when submitting the form.

The data collected below will only be used for comparison with freely accessible international sanctions lists published on the internet and will be protected in accordance with applicable data protection laws. If you have any questions how your data will be processed or stored, please talk to your contact at Welthungerhilfe or send an email to screening@welthungerhilfe.de.

Managing official 1			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(given name followed by middle and surname)</i>			
Gender(<i>optional</i>)			
Birth date	Date:	Month:	Year:
Managing official 2			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum ,country of residence)</i>			
Gender(<i>optional</i>)			
Birth date	Date:	Month:	Year:
Managing official 3			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			

Address <i>(at a minimum ,country of residence)</i>			
Gender(<i>optional</i>)			
Birth date	Date:	Month:	Year:
Managing official 4			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum ,country of residence)</i>			
Gender(<i>optional</i>)			
Birth date	Date:	Month:	Year:

1. Welthungerhilfe policy statement

Welthungerhilfe supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligning their operations and strategies with the following 10 universally accepted principles in the areas of human rights, labour, environment, and anticorruption:

Human rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

Labour

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour.
- Principle 6: the elimination of discrimination in respect of employment and occupation.

Environment

- Principle 7: Businesses hold support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and
- Principle 9: encourage the development and diffusion of environmentally friendly technologies.

Anti-corruption

- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

Further information about the UN Global Compact is available (in a variety of languages) at <https://www.unglobalcompact.org>

Welthungerhilfe adheres strictly to its own Code of Conduct

Welthungerhilfe's own Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all of Welthungerhilfe's work. All Welthungerhilfe suppliers are expected to act in accordance with the values of our Code of Conduct, which are as follows:

- The highest standards of personal and professional conduct
- No religious or political activities when representing Welthungerhilfe
- No discrimination
- Responsibility for health and safety
- No sexual violence
- Child protection
- Responsible handling of personal data and information
- Responsible use of resources
- No supporting of terrorism or money laundering
- No corruption
- Avoiding conflicts of interest
- No work under the influence of alcohol or drugs
- No carrying of weapons
- Obligation to report concerns, suspicions, and knowledge of Code of Conduct violations

The full Code of Conduct is available at the following link:

<https://www.welthungerhilfe.org/about-us/transparency-and-quality/code-of-conduct/>

By signing his Supplier Declaration Form, you explicitly agree to comply with these principles.

Welthungerhilfe(WHH) renounces all forms of terrorism and money laundering

Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate, or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with guidance issued by the United Nations Security Council and the European Union, Welthungerhilfe is firmly committed to the international fight against terrorism and in particular, against the financing of terrorism. Accordingly, Welthungerhilfe screens its suppliers and the irrelevant decision makers against lists of known and suspected terrorists to ensure that none of its or its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. By submitting an offer, suppliers and service providers agree to this screening process, including the obligation to provide the information required to conduct the screening (see parts 1.1 and 1.2 above)

2. Supplier declaration

We, _____ (name of company) hereby declare that

- a) all of the information submitted in parts 1.1 and 1.2 above is true and complete;
- b) we are not in bankruptcy proceedings, in judicial insolvency proceedings, or in liquidation, and we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions;
- c) we have not received a sanction by legally binding judgment for reasons that bring into doubt our professional reliability;
- d) we comply with our duty to pay social insurance contributions, taxes, and other levies in accordance with the

legal provisions of the jurisdiction in which we have our office, the jurisdiction of the consignee, and the jurisdiction where the contract is performed; we assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation, and occupational safety and health;

- e) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of another legal or natural person;
- f) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from any institutional donor involved in development cooperation, humanitarian assistance, or other public financing work (hereinafter “institutional donor”);
- g) we are providing you with all the information required to participate in a tender, and all information submitted in relation to this tender is true and complete;
- h) in respect of contracts that are ultimately paid for out of the funds of an institutional donor, no one has accused us of breach of contract due to gross violation of our contractual obligations;
- i) we have not been excluded as a contract partner by any institutional donor due to ethical issues;
- j) in the event we are chosen as the supplier for any Welthungerhilfe project, we assure to Welthungerhilfe, to any institutional donor involved in the project, and to auditors engaged by either Welthungerhilfe or such institutional donor that they will have reasonable access on demand to our business and accounting documents for the purpose of checks and audits;
- k) we respect basic social rights and condemn child labor;
- l) we understand that Welthungerhilfe will conduct a check to ensure that neither our company nor our top four managing officials appear on any lists of known or suspected terrorists issued by our institutional donors or the governments of which they are a part;
- m) we support the goals of the UN Global Compact; and
- n) we act in accordance with the values of Welthungerhilfe’s Code of Conduct.

Location, Date

Name, Signature