

## **Request for Quotations of Machines and Tool Kits**

**Date:04.03.2019**

**RFQ No.002**

**Organization:** Hamdam Foundation (HF)

**Location:** Hyderabad

### **I. Introduction**

#### **I.1 Organizational Background:**

Hamdam Foundation (HF) is a non-profit & non-governmental organization working for Poverty Alleviation and Rural Development through ensuring healthcare services, raising educational awareness, increasing livelihood options and choices and lobbying and advocacy at national and provincial level. HF is an initiative of rural development professional, practitioners and community activists who jointly formed HF in 2005.

HF is a professionally managed, and committed indigenous organization, active in rural development and humanitarian activities through building capacity of local communities in managerial and technical themes. HF also involves in service delivery activities on the basis of community needs. The primary focus of HF is to provide a friendly environment to poor who are deprived and struggling to enjoy peaceful life with dignity. HF also works in Healthcare Services, Education, and Shelter, Food Security, Sustainable Livelihood, Water and Sanitation. Poverty Alleviation, Disaster Management, Community Empowerment, Gender Equality, Capacity Building and Environment are cross cutting consideration of HF activities.

#### **I.2 Project Introduction:**

Hamdam Foundation will empower the Ghera community through mobilizing and building the capacity of 100 persons (50 women and 50 men) in creating useful products from used cloth, and will provide them with machines and toolkits. The project team will also help in establishing market linkages with garment vendors, boutiques and shopkeepers for mainstreaming and sustainable social and economic development of the community.

#### **I.3 Specific Objectives:**

### **2. Instructions to offerer's:**

**2.1 Offer Deadline:** Offers must be received no later than **11:00AM PST on March 14, 2019** by post or by hand in sealed envelope. All offers must be sent to following address:

**Procurement Department: " Hamdam Foundation Head office" Near Sunny CNG, Wadhawah Road Hyderabad**

**2.2 Specifications:** Section 3 contains the technical specifications/requirements.

**2.3 Quotations:** Prices must be quoted on a lump-sum, all-inclusive basis (including: insurance, inspections, transportations for each unit, taxes, etc) however, GST is to be mentioned separately. Preference will be given to GST registered vendors. . Offers must remain valid for not less than **15 days** after the offer deadline. Sales tax amount must be mentioned separately.

**2.4 Negotiations:** Best-offer quotations are requested. It is anticipated that awards will be made solely on the basis of these original quotations; however, HF reserves the right to conduct negotiations and/or request clarifications prior to awarding a contract.

**2.5 Evaluation and Award:** The award will be made to a responsible offer or 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:

- **Quality weightage (30%)**
- **Cost weightage (70%)**

HF 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.

**2.6** Bidder may give sample items along with the quotations of martial specification.

**2.7 Terms and Conditions:** Issuance of this TENDER does not in any way obligate HF to award a purchase order, nor does it commit HF 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.

**Invoicing:** Upon the acceptance of the contract deliverables described in Section 3, the Subcontractor shall submit an original invoice to the HF office, for payment. The invoice shall be sent to the following address: **Procurement Department: “ Hamdam Foundation Head office” Near Sunny CNG, Wadho wah Road Hyderabad**

**2.10 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.

**2.11 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.

The HF office will pay the company invoice within twenty 20 business days after both

- a) HF approval of the company deliverables.
- b) HF 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.

### **3.0 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.

<b>Trade Skill Equipment</b>				
<b>S. No</b>	<b>Budget Head</b>	<b>Quantity</b>	<b>Unit type</b>	<b>Quotation Price</b>
<b>1</b>	Sewing Machine with wooden base (Singer or equivalent)	<b>50</b>	Piece	
<b>2</b>	Cotton Cloth for training (dress pants/Jeans)	<b>50</b>	Meter	
<b>3</b>	Electric Iron (National or equivalent)	<b>50</b>	Piece	
<b>4</b>	Washing Machine, plastic body with warranty	<b>50</b>	Piece	
<b>5</b>	Hand Carts (Kamani, wooden diyar size 3.5*5.5, Tyre Service # 1, Iron body	<b>50</b>	Piece	
<b>Total</b>				

\*Delivery Time will be 7 days after finalization of the vendor.

\*\* Itemized quotations are acceptable.

\*\*\* Preference will be given to GST registered vendors.

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