

BALUCHISTAN INTEGRATED WATER RESOURCES MANAGEMENT AND DEVELOPMENT PROJECT (BIWRMDP)



REQUEST FOR QUOTATION

FOR

SUPPLYING & FIXING OF SPARE PARTS AND REPAIR OF PROJECT VEHICLES

(May 2020)

Office of Project Director 215-B, Jinnah Town Quetta - Phone # 081-2870705 Fax # 081-2870704

**BALUCHISTAN INTEGRATED WATER RESOURCES
MANAGEMENT AND DEVELOPMENT PROJECT (BIWRMDP)**

**REQUEST FOR QUOTATION (RFQ)
FOR**

**SUPPLYING & FIXING OF SPARE PARTS
AND REPAIR OF PROJECT VEHICLES**

No. PD/BIWRMDP/OPERATING/GEN/ 382 VOL-V

Date: 3rd May, 2020

Section 1

1. The Government of Balochistan has obtained a loan No. 5885-PAK from the World Bank for Water Resource Management & Development in the province and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this Request for Quotations is issued. This procurement process will be conducted in accordance with the **Shopping** method of procurement contained in the World Bank Guidelines: Procurement of Goods, Works and Non-consulting Services under IBRD Loans and IDA Credits and Grants by World Bank Borrowers, dated: January 2011, revised July 2014 and the procedures described herein.
2. The Implementing Agency Balochistan Integrated Water Resources Management and Development Project (BIWRMDP) invites quotation for **Supplying and Fixing of Spare Parts and Repair of Project Vehicles**. Further details are described in Section III, BOQ and Specifications. For the purpose of any resulting Contract the Implementing Agency or their named representative shall be the Project Director.
3. Offerors / Firms are invited to submit their priced quotation(s) as per BOQ and specifications mentioned in Section III. Offerors / Firms must quote for all the items. Quotations will be compared, evaluated and contract will be awarded to the Firm offering the lowest evaluated total cost and that meets the eligibility criteria.
4. Offerors / Firm's quotation must be marked "**Quotation for Supplying and Fixing of Spare Parts and Repair of Project Vehicles**" and submitted to: The **Project Director, Balochistan Integrated Water Resources Management and Development Project, 215-B, Jinnah Town, Samunqli Road Quetta** (Ph:081-2870705, Fax: 081-2870704, Email: bssip@yahoo.com). Quotations will be evaluated and contract will be awarded to the firm offering the lowest evaluated total cost fulfilling all the eligibility criteria as per the procurement guidelines of the World Bank.
5. Where required offerors quotation should be accompanied by adequate technical documentation, catalogue(s) and other printed material or pertinent information for the item quoted.
6. Quotation must reach at the address indicated in Para-4 above on or before **12:00 Hours of 1st June 2020**. Evaluation of quotations shall follow after the cut-off date for submission.

7. Quotation(s) should be submitted as per the instructions contained in the Quotation Documents.
8. Vehicles can be inspected at the address given in Paragraph 4 above.

Prices: The prices should be quoted in Pak Rupees only and should be inclusive of all supply and transportation charges to the requisite site and admissible taxes and levies.

Evaluation and Award of Contract: Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices, in addition to the eligibility requirements outlined in the Section-II of Quotation Documents. The Purchase Order will be awarded to the firm offering the lowest evaluated price and that meets the eligibility criteria.

Validity of the Offer: The quotation(s) should be valid for a period of 30 days from the date for receipt of quotation(s) indicated in Paragraph 6 above.

Section II Instructions for Preparing Quotations

1. **Scope of Procurement:**

BIWRMDP invites price quotations for **Supplying and Fixing of Spare Parts and Repair of Project Vehicles** as described in the BOQ and Specifications given in Section III. The successful contractor/offers shall be expected to complete the works within 30 days or as agreed with the Project Director.

2. **Eligibility to Quote:** Contractors/Offerers are required to meet the following criteria to be eligible to quote:

- a) The bidders/offers must have two years of relevant experience.
- b) Must be registered with Tax Authorities.

Following documents shall be required to be submitted to establish eligibility:

- a) Registration Certificate with Tax authorities.
- b) Work Orders and completion certificates demonstrating that the offerer has experience of similar nature of activity.

The firm/ offeror (s) have to submit only one quotation for the specified activity along with submission of technical and financial Quotations.

4. **Contents of Quotation Documents:** The set of proposal documents comprises the documents listed below:

Section I	Invitation to Quote
Section II	Instruction for Preparing Quotations
Section III	BOQ / Specifications
Section IV	Form of Quotation
Section V	Form of Contract Agreement
Section VI	Conditions of Contract

5. **Documents Comprising the Proposal:** The Quotation submitted by the Contractor/Offerer shall comprise the following documents:

- (i) Form of Quotation (as per samples attached)
- (ii) Eligibility and Experience Information
- (iii) Copies of taxation documents

6. **Price Quotation:** The Contract shall be for the supplies, fixing and repair and shall be based on the unit and total price for fixed unit rate contract. Prices shall be quoted entirely in Pak Rupees. The Contractor shall fill in the rates and prices for all items of the Supplies described in the BOQ. All duties, taxes and other levies payable by the Contractor under the Contract, shall be included in the rates, prices, and total price Quotation submitted by the Contractor. The rates and prices quoted by the contractor shall be fixed for the duration of the Contract and shall not be subject to any adjustment on any account.

7. **Validity of Quotations.** The price quotation shall remain valid for the period of 30 calendar days counted from the date of submission of Quotation. The Employer may request the contractor to extend the period of validity for a specified additional period. The Employer's request and the contractor's responses shall be made in writing or by fax or electronic mail. A contractor may refuse the request for extension of Quotation validity in which case it may

withdraw its Quotation without any penalty. A contractor agreeing to the request for extension of Quotation will not be required or permitted to otherwise modify its Quotation.

9. **Language of the Quotation:** All documents relating to the Quotation and contract shall be in the English language.
10. **Preparation of Quotations:** The contractor shall prepare one original document of the documents comprising the Price Quotation as described in Clause 6 above, with the Form of Quotation, and clearly marked "**Original**". In addition, the Contractor shall also submit one copy which shall be clearly marked as "**COPY**". In the event of discrepancy between them the original shall prevail.

The original and all copies of the bid shall be typed or written in indelible ink (in the case of copies, Photostats are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. The authorization shall be confirmed from a written power of attorney attached with the bid authorizing the signatory of the bid to act for and on behalf of the bidder. All pages of the bid shall be duly initialed and stamped by the authorized person. All the pages of the Quotation (Price Quotation) where entries or amendments or corrections have been made shall be initialed by the person or persons signing the Price Quotation.

11. **Place and Deadline for Submission of Price Quotations:** The Price Quotations shall be delivered to the Employer at the address given in Paragraph 4 of the Invitation to Quote by the deadline given in Paragraph 6.
12. **Process to be Confidential:** Information relating to examination, clarification, evaluation and comparison of quotations and recommendation for the PO/ contract award shall not be disclosed until the award to successful Contractor has been announced.
13. **Evaluation and Comparison of Quotations:** The Employer will award the Contract to the contractor/ offerer whose Quotation has been determined to be substantially responsive to the proposal documents and who has offered the lowest evaluated price quotation. In evaluating the quotations, the Employer will determine for each proposal the evaluated price quotation by adjusting the price quotation by making any correction for any arithmetic errors as follows:

(a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;

(b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;

(c) If a contractor/ offeror refuses to accept the correction, the project authority reserves the right to reject his Quotation.

15. **Employer's Right to Accept Any Quotation and to Reject any or all Quotations:** The Employer reserves the right to accept or reject any quotation, and to cancel the process of competition and reject any or all quotations, at any time prior to the award of Contract, without thereby incurring any liability to affected offerors.
16. **Employer's Right to Increase or Decrease Quantities:** The Employer, reserves the right to increase or decrease quantities of supplies before signing and during the execution of contract.
17. **Notification of Award and Signing of Contract:** Results of evaluation would be known in a reasonable time. Contractors are instructed not to approach the Employer after opening of

quotations until the finalization of award. The Contractor whose Quotation has been accepted will be notified of the award by the Employer prior to expiration of validity period of Quotation, by registered letter. This letter will state the sum that the Employer will pay the Contractor in consideration of the execution of works, supply, installation, and commissioning of the Supplies by the Contractor as prescribed by the Contract. The written notification of award will constitute the formation of Contract.

18. **Interpretation:** The Employer is not responsible for any wrong interpretation of any clause of this document.

Section III

Bill of Quantities / Specifications

1. Technical Proposal

This part of the RFQ contains the BOQ/ specifications for required items.

2. Payment Criteria

Payment shall be made in the Pakistani currency (Rupees) in accordance with Clause 7 of the Conditions of Contract. The invoice will be subject to Govt. taxes as applicable and set by the Government. Submission of sales tax invoice is mandatory provided the cost of items includes the same.

3. Project Completion Timeline

The supplier/ offeror is required to complete the supply, fixing and repair as per the BOQ and implementation schedule given in the contract agreement or as recommended by the Project Director.

4. Warranty

The firm/offerer should warrant that the products supplied under Contract are brand new, unused, un-altered and they fully conform to the specifications given in this RFQ. The supplier should further warrant that all equipment supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the firm/offerer that may develop under normal use of the supplied equipment at the place of delivery.

This warranty shall remain valid for a period of 01 Year. The firm/offerer will provide full support during warranty period.

5. Specifications

All spare parts should be exactly the same as those being replaced and should conform to the standards observed by the manufacturer (Toryota) for these parts. The denting painting and other repair work should also conform to the standards of manufacturer of vehicles.

The purchaser reserves the right to inspect samples of all spare parts before installation. Reconditioned or used products shall not be accepted.

**Balochistan Integrated Water Resources Management and Development Project
(BIWRMDP)**

Quotation for Supplying and Fixing of Spare Parts and Repair of Project Vehicles

Abstract of Cost

S.No.	Description	Total Cost (Rs.)
	Supply Items	
1.	Vehicle No.QBA 0011	
2.	Vehicle No.QBA 0747	
3.	Vehicle No.QBA 0077	
4.	Vehicle No. QAV 336	
5.	Vehicle No. QAX 2728	
	S/Total Supply Items	
1.	Labour Charges	
2.	Vehicle No.QBA 0011	
3.	Vehicle No.QBA 0747	
4.	Vehicle No.QBA 0077	
5.	Vehicle No. QAV 336	
6.	Vehicle No. QAX 2728	
	S/Total Labour Charges	
	Grand Total	

**Balochistan Integrated Water Resources Management and Development Project
(BIWRMDP)**

Quotation for Supplying and Fixing of Spare Parts and Repair of Project Vehicles

Bill of Quantities

Vehicle No.QBA 0011 – Vigo

S.No	Description of Item of Work	Quantity	Unit	Rate	Amount (Rs.)
1.	Supply of Tubless Tyres (265/65-R17 -112S)	4	Nos.		
2.	Supply of Break Pad Leathers	2	Sets		
3.	Supply of Dead Padel/Foot Test Pad	1	Set		
4.	Supply of Diesel Filter	1	No.		
5.	Supply of Back Light (Left Side)	1	No.		
6.	Supply of Front Packing Fender Mirror (Left Side)	1	No.		
7.	Supply of Wiper Rubber	2	No.		
8.	Supply of Vigo Monogram Front	1	No		
9.	Supply of Head Cleaner Jali/Filter.	1	No		
S/Total Supply Items					
10.	Fixing Charges – Sr. No. 1 to 8				
11.	Denting Painting Front / Bonnet and Body – As per Actual	1	Job		
12.	Wheel Alignment/ Balance	1	Job		
13.	Front & Rear Bumper Repair	1	Job		
14.	Repair of Wiring	1	Job		
15.	Repair air condition/ heater and Gas filling	1	Job		
S/Total Labour Charges					

**Balochistan Integrated Water Resources Management and Development Project
(BIWRMDP)**

Quotation for Supplying and Fixing of Spare Parts and Repair of Project Vehicles

Bill of Quantities

Vehicle No.QBA 747 - Vigo

S.No	Description of Item of Work	Quantity	Unit	Rate	Amount (Rs.)
1.	Supply of Tubless Tyres (265/65-R17 -112S)	5	Nos.		
2.	Supply of Back Light (Left Side)	1	No.		
3.	Supply of Engine Turbo seal	1	No		
4.	Supply of Break Pads	1	Set		
5.	Supply of Rubber Bush	1	Set		
6.	Supply of Wiper Rubbers	1	Set		
7.	Supply of Frame Above Bumper	1	No		
S/Total Supply Items					
8.	Labour Charges for Sr. 1 to 4		Job		
9.	Repair of Mud Flat – Front Left Side	1	Job		
10.	General Service	1	Job		
S/Total Labour Charges					

**Balochistan Integrated Water Resources Management and Development Project
(BIWRMDP)**

Quotation for Supplying and Fixing of Spare Parts and Repair of Project Vehicles

Bill of Quantities

Vehicle No.QBB 077 - Vigo

S.No	Description of Item of Work	Quantity	Unit	Rate	Amount (Rs.)
1.	Supply of Tubless Tyres (265/65-R17 -112S)	4	Nos.		
2.	Supply of Break Pads	2	Sets		
S/Total Supply Items					
3.	Labour Charges Sr. No. 1 & 2				
4.	Denting Painting/ Touching/ Minor in nature (As per actual)	1	Job		
S/Total Labour Charges					

**Balochistan Integrated Water Resources Management and Development Project
(BIWRMDP)**

Quotation for Supplying and Fixing of Spare Parts and Repair of Project Vehicles

Bill of Quantities

Vehicle No.QAV 3366 - Suzuki Bolan

S.No	Description of Item of Work	Quantity	Unit	Rate	Amount (Rs.)
1.	Supply of TublessTyre (Size as per company's instructions)	4	No.		
2.	Supply of Kamanies	2	No.		
S/Total Supply Items					
3.	Labour Charges for Sr. No. 1 & 2.	1	Job		
4.	Repairing Front Hissa	1	Job		
S/Total Labour Charges					

**Balochistan Integrated Water Resources Management and Development Project
(BIWRMDP)**

Quotation for Supplying and Fixing of Spare Parts and Repair of Project Vehicles

Bill of Quantities

Vehicle No.QAX 2728 - Vigo

S.No	Description of Item of Work	Quantity	Unit	Rate	Amount (Rs.)
1)	Supply of Tubless Tyress (R17 - as per company's instructions)	04	No.		
2)	Supply of Break Pad Leathers	04	No.		
3)	Battery – 100Amp. Or as appropriate for Vigo.	01	No.		
4)	Supply of Enactors Cutout	01	No		
5)	Supply of Break Back light (left Side)	01	No		
6)	Supply of Door Handel	01	No		
7)	Supply of Dead Padel/Foot Rest Pad	01	Set		
	Supply of Alloy Wheel (R 17)	01	No.		
	S/Total Supply Items				
8)					
9)	Repair air condition/ heater and Gas filling	01	Job		
10	Labour Charges	01	Job		
	S/Total Supply Item				

Section IV
Form of Quotation

Date: ____/____/2020

To:

The Project Director,
Balochistan Integrated Water Resources
Management and Development Project,
House No. 215-B, Jinnah Town, Samungli Road Quetta.

We offer to execute the **Supplying and Fixing of Spare Parts and Repair of Project Vehicles** as per BOQ and Specifications in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of _____ (amount in words and numbers) (_____).

We propose to complete the Work/Assignment described in the Contract within a period of _____ (words and number) _____ calendar days from the Start Date.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Contractor: _____

Address: _____

Phone Number: _____

Fax Number, if any: _____

Section V

Form of Contract Agreement

AGREEMENT

This Agreement, made the _____ day of March, 2020, by and between

The **Project Director**,
Balochistan Integrated Water Resources
Management and Development Project,
House No. 215-B, Jinnah Town, Samungli Road Quetta.

hereinafter called “ **The Employer**” and

(name and address of Contractor hereinafter called “**The Contractor**”) of the other part.

Whereas the Employer is desirous that the Contractor supplies the spare parts, carryout installation and other repair as directed by the Employer and as per BOQ/ Specifications and prices given in Section III to the this agreement the Employer has accepted the Quotations submitted by the Contractor/supplier for the supply and installation of spare parts and repair of project vehicles

Now this Agreement witnessed as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the supply and fixing of spare parts and carrying out of repair works of project vehicles and remedy any defects therein in conformity in all respects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the supply and fixing of spare parts and carrying out of repair works of project vehicles and the remedying of defects wherein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof the parties thereto have caused this Agreement to be executed the days and year first before written

Was hereunto affixed in the presence of:

Signed, and Delivered by the
said

in the presence of:

Signature of the **Employer** : _____

Signature of the **Contractor**: _____

Conditions of Contract (CC)

1. **Definitions:** Boldface type is used to identify the defined terms
 - (a) **The Contract** is the Contract between the Employer and the Contractor to supply and fix spare parts and carry out other repair of project vehicles as specified in the BOQ or in other sections of the Contract. The name and identification number of the Contract is given in the Invitation to Quote.
 - (b) **Employer** means the person named as Employer in the Contract Data and the legal successor in title to this person(s)
 - (c) **The Contractor/ offerer** is a person or corporate body who's Quotation to provide Supplies has been accepted by the Employer.
 - (d) **The Contractor's Price Quotation** is the completed document (Invitation to Quote together with attachments) submitted by the Contractor to the Employer.
 - (e) **The Contract Price** is the price stated in the **Letter of Acceptance** and thereafter as adjusted in accordance with the provisions of the Contract.
 - (f) **Days** are calendar days; **months** are calendar months.
 - (g) **A Defect** is any item supplied not in accordance with the Contract.
 - (h) **The Required Completion Date** is the date on which it is required that the Contractor/offerer shall complete the supply, installation and repair. The Required Completion Date may be revised only by the Employer by issuing an extension of time or an acceleration order in writing.
 - (j) **BOQ/ Specification** means the bill of quantities (BOQ) with sufficient details to execute the work (Specification) of the Works included in the RFQ/PO/Contract and any modification or addition made or approved by the Employer.
2. **Language and Law.** The Contract shall be in the English language. The law governing the Contract shall be the applicable law(s) of the Government of Islamic Republic of Pakistan.
3. **Communications.** Communications between parties that are referred to in these Conditions shall be effective only when made in writing. A notice shall be effective only when it is delivered.
4. **Contractor's Risks.** The risks of personal injury, death, and loss or damage to property and adjacent property (including, without limitation, the items supplied) are Contractor's risks.
5. **Works to be completed by the Completion Date.** The Contractor/offerer shall commence execution of supply, installation and repair on the Start Date after issuance of supply order and shall carry out with accordance to the implementation **schedule as** agreed between Contractor/offerer and Employer, as updated with the approval of the Project Manager, and complete them by the Required Completion Date.
6. **Defects.** The Employer shall give notice to the Contractor of any violation of Terms and Condition in WO or RFQ for Defects before the end of the Defect Liability Period/

Warranty Period, which begins at completion of Works. The Defect Liability Period/ Warranty Period shall be extended for as long as Defects remain uncorrected. Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Employer. If the Contractor has not corrected a Defect within the time specified, the Employer will assess the cost of having the Defect corrected, and the Contractor will pay this amount, or the Employer shall recover these amounts by deduction from the amounts due to the Contractor.

7. **Payments.** The Employer shall pay the Contractor the amounts as per following schedule:

On Completion: 95% of the Contract Price shall be paid upon successful completion supply and installation of spare parts and repair vehicels while 5% shall be retained as retention money.

Release of Retention:

The retention money shall be released 90 days after the completion of supply, installation and repair.

8. **Taxes.** The Contractor is responsible for all taxes in accordance with the laws of Islamic Republic of Pakistan and Balochistan. In case of tax exemption, valid tax exemption certificate shall be furnished with documents.

9. **Force Majeure:** Either party may terminate the Contract by giving a thirty (30) days notice to the other for events beyond that party's control, such as Wars, earthquakes, floods, fires, etc.

10. **Resolution of Disputes:** The Employer and the Contractor shall make every effort to resolve amicably by direct negotiations any disagreement or dispute arising between them under or in connection with the Contract. In case of further disagreement either party can take the matter to arbitration in accordance with the Arbitration Act of 1940.

11. **Termination:** The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract. A notice for terminaton shall be mandatory to be served to the other party. When either party to the Contract gives notice of a breach of Contract to the other party, the Project Manager shall decide whether the breach is fundamental or not.

Notwithstanding the above, the Employer may terminate the Contract for convenience.

Signature of the **Employer** : _____

Signature of the **Contractor**: _____