

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



REQUEST FOR QUOTATION

FOR

**PROCUREMENT OF SERVICES TO PROVIDE LOGISTICS FOR
COMMUNITY TRAININGS IN NARI & PORALI RIVER BASINS LOT 1 –
NARI RIVER BASIN AT NARI GORGE & MUSHKAF AREAS, LOT 2 – NARI
RIVER BASIN AT SEHAN, LOT 3 - PORALI RIVER BASIN**

(September 2021)

116/40-A, Jinnah Town, Samungli Road Quetta - Phone # 081-2870705 Fax # 081-2870704

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

**REQUEST FOR QUOTATION (RFQ)
FOR**

**PROCUREMENT OF SERVICES TO PROVIDE LOGISTICS FOR
COMMUNITY TRAININGS IN NARI & PORALI RIVER BASINS LOT 1 –
NARI RIVER BASIN AT NARI GORGE & MUSHKAF AREAS, LOT 2 – NARI
RIVER BASIN AT SEHAN, LOT 3 - PORALI RIVER BASIN**

Date: 6th September, 2021

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 Procurement of Services to Provide Logistics for the Community based Capacity Building Component of the Project in Nari & Porali River Basins. Further details are described in Section III, BOQ and Specifications. For the purpose of any resulting Contract(s) the Implementing Agency or their named representative shall be the Project Manager.
3. Offerors / Firms are invited to submit their priced quotation(s) for each lot separately as per BOQ and specifications mentioned in Section III for each lot. Offerors / Firms may submit their quotations for one or more lots and must quote for all the items in bills of a lot. Quotations will be compared and evaluated lotwise and contract(s) will be awarded to the Firm(s) meeting the eligibility criteria and offering the lowest evaluated total cost for a lot. Quotation for each lot will be evaluated separately.
4. Offerors / Firm's quotation must be marked "Quotation for Procurement of Services to Provide Logistics for the Community based Capacity Building Component of the Project in Nari & Porali River Basins and submitted to: The Project Director, Balochistan Integrated Water Resources Management and Development Project, 116/40-A, Jinnah Town, Samunqli Road Quetta.
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 10th September 2021. Evaluation of quotations shall follow after the cut-off date for submission.

7. Quotation(s) should be submitted as per the instructions contained in this Request for Quotation.

Prices: The prices should be quoted in Pak Rupees only and should be inclusive of all associated costs likely to be incurred in completing the task according to specifications and should be inclusive of all admissible taxes and levies. Price for each lot shall be compared separately. Bidders are free to quote for one or more lots.

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 this RFQ. The contract shall 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 45 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 Procurement of Services to Provide Logistics for the Community based Capacity Building Component of the Project in Nari & Porali River Basins as described in the BOQ and Specifications given in Section III. A one year contract shall be signed with the the successful service provider who will then be responsible for arranging the logistics for various events planned to be held by the Employer at various times and locations as and when requested by the Employer.

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

- a) The Service Provider must be in existence for at least the last three years from the date of issuance of this RFQ and should have some expereince of providing any services in each year for the last 03 years.
- b) Be registered with tax authorities.

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

- a) Service Provider's profile containing following information:
 - i. Registration Certificates with Tax authorities
 - ii. Completion certificates demonstrating that the bidder/ offerer has some experience of providing any services in each year for the last three years.
 - iii. Work Orders and Completion Certificates for the assignments carried out by the bidder.

The bidders/ offerors have to submit only one quotation for each lot and quote for all items described in BOQ for each lot.

3. **Contents of Quotation Documents:** This Request for Quotation Document comprises of 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

4. **Documents Comprising the Proposal:** The Quotation submitted by the service provider shall comprise the following documents:

- (i) Form of Quotation (as per samples attached) supported by duely filled in BoQ form.
- (ii) Eligibility and Experience Information (Profile)
- (iii) Copies of taxation documents

5. **Price Quotation:** The Contract shall be for the services described in preceding sections and shall be based on the unit rates quoted by the bidder. Prices shall be quoted entirely in Pak Rupees. The bidder/offerer shall fill in the rates and prices for all items described in the BOQ of each lot. All duties, taxes and other levies payable by the Service Provider under the

Contract, shall be included in the rates, prices, and total price Quotation submitted by the bidder/offeree. The rates and prices quoted shall be fixed for the duration of the Contract and shall not be subject to any adjustment on any account.

6. **Item-by-Item Commentary on the Technical Requirements:** Where required the Offerers must provide an item-by-item commentary on the Implementing Entity's Technical Requirements, demonstrating the substantial responsiveness of the overall design offered to those Requirements
7. **Validity of Quotations.** The price quotation shall remain valid for the period of 45 calendar days counted from the date of submission of Quotation. The Employer may request the offerer to extend the period of validity for a specified additional period. The Employer's request and the Service Provider's responses shall be made in writing or by fax or electronic mail. An offerer may refuse the request for extension of Quotation validity in which case it may withdraw its Quotation without any penalty. An offerer agreeing to the request for extension of Quotation will not be required or permitted to otherwise modify its Quotation.
8. **Language of the Quotation:** All documents relating to the Quotation and contract shall be in the English language.
9. **Preparation of Quotations:** The offerer shall prepare one original 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 offerer shall also submit one copy which shall be clearly marked as "**COPY**". In the event of discrepancy between them the original shall prevail. **A separate quotation is required for each lot.**

The original and all copies of the Quotation 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 offerer. The authorization shall be confirmed from a written power of attorney attached with the Quotation authorizing the signatory of the Quotation to act for and on behalf of the offerer. All pages of the Quotation 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.

10. **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 Section of this RFQ on or before the deadline mentioned in Paragraph 6 of Section of this RFQ.
11. **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 Service Provider has been announced.
12. **Evaluation and Comparison of Quotations:** The Employer will award the Contract to the offerer whose Quotation has been determined to be substantially responsive to the requirements stated in RFQ Document and who has offered the lowest evaluated price quotation for a lot. In evaluating the quotations, the Employer will determine for each proposal the evaluated price quotation for each lot 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 an offerer refuses to accept the correction, the project authority reserves the right to reject its Quotation.

13. **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.
14. **Employer's Right to Increase or Decrease Quantities:** The exact number of events are not known at this time. The number of events provided in the BoQ form are tentative and the Employer reserves the right to increase or decrease the events as per its requirement.
15. **Notification of Award and Signing of Contract:** Results of evaluation would be known in a reasonable time. Offerers are instructed not to approach the Employer after opening of quotations until the finalization of award. The Offerer whose Quotation has been accepted will be notified of the award by the Employer prior to expiration of validity period of Quotation.
16. **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 services will be hired for a period of one year commencing from the date of signing the agreement which may be updated and revised if required as per the requirements of the Employer and if agreed by the Supplier.

4. **Specifications:**

Specifications for each item are provided in the BoQ form below.

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

**Procurement of Services to Provide Logistics for Community Trainings
in Nari & Porali River Basins**

Lot 1 – Nari River Basin at Nari Gorge & Mushkaf Areas

Bill of Quantities

S. No	Description	Unit	Tentative Quantity	Rate	Amount	Means of verification/ Remarks
1.	<p>Logistical support per event</p> <ul style="list-style-type: none"> • disbursement of invitations, • identification of venues at community level for trainings, • assist in ensuring maximum(75%) participation as per lists provided by PMU • Assist in disbursement of Daily Allowance to participants • provision of training material as provided by PMU for each training • accurate documentation including the attendance sheets, duly verified by the trainers, photographs of the events 	Per one or two day event	67			<ul style="list-style-type: none"> • Copy of invitation letter • Registration of participants verified by the service provider and trainer or representative of Employer. • DA receipt forms with sign or thumb impression and CNIC number of recipient. • Pictures of Event in hard and soft. (hard copies - 02 pictures shall be printed over one A4 Paper with subtitles if required. Soft copies shall be emailed to Employer or provided in USB)
2.	Arrangement of training venue					
	Arrangement of Tent at required location for 20 to 30 persons including Chairs, transportation, fixing and unfixing etc complete in all respect.	Per Day	57			
	Arrangement of Hall for 20 to 30 participants	Per Day	57			
3.	<p>Stationary per participant as per approved samples:</p> <ul style="list-style-type: none"> • Folder(plastic envelope folders A4 size) • Ball pen piano or equivalent • Writing pad(small) 	Per Set	1995			

S. No	Description	Unit	Tentative Quantity	Rate	Amount	Means of verification/ Remarks
4.	Photocopying per page (A4 Size Single Side)					
	Black & White	Page	114,000			
	Color	Page	57,000			
5.	Banners one per event Size 5 feet width and 3 feet height panaflex)	No.	33			
6.	Food for participants per head Menu 1 One time tea (Milk tea, Simple cookies, Cake, Bottled water (nestle, Aquifina, Kinley)	Per person	1,425			Registration sheet of participants
	Lunch (boxes or otherwise) Mutton Quorma/Roast piece,, Chinese Rice, Naan, Salad, Botteled water (Nestle, Aquifina, Kinley)	Per person	1,425			
	Menu 2 • One time tea (Milk tea, Simple cookies, Paties , Bottled water (nestle, Aquifina, Kinley)	Per person	950			
	• Lunch (boxes or otherwise) Chicken Biryani,, Chicken tikka, Naan, Salad, Botteled water (nestle, Aquifina, Kinley)	Per peson	950			
7.	Print material Cost of designing and printing A4 size flyer in 4 colours(110 gm paper matt finish) -1000 copies	No.	2			
	Posters size 22 inch * 28 inches 8 color printing 110 gram paper matt finish) -1000 copies	No.	2			
Total						
Total (in Words)						

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

**Procurement of Services to Provide Logistics for Community Trainings
in Nari & Porali River Basins**

Lot 2 – Nari River Basin at Sehan (Mekhtar Area)

Bill of Quantities

S. No	Description	Unit	Tentative Quantity	Rate	Amount	Means of verification/ Remarks
1.	<p>Logistical support per event</p> <ul style="list-style-type: none"> • disbursement of invitations, • identification of venues at community level for trainings, • assist in ensuring maximum(75%) participation as per lists provided by PMU • Assist in disbursement of Daily Allowance to participants • provision of training material as provided by PMU for each training • accurate documentation including the attendance sheets, duly verified by the trainers, photographs of the events 	Per one or two day event	28			<ul style="list-style-type: none"> • Copy of invitation letter • Registration of participants verified by the service provider and trainer or representative of Employer. • DA receipt forms with sign or thumb impression and CNIC number of recipient. • Pictures of Event in hard and soft. (hard copies - 02 pictures shall be printed over one A4 Paper with subtitles if required. Soft copies shall be emailed to Employer or provided in USB)
2.	Arrangement of training venue					
	Arrangement of Tent at required location for 20 to 30 persons including Chairs, transportation, fixing and unfixing etc complete in all respect.	Per Day	36			
	Arrangement of Hall for 20 to 30 participants including chairs etc.	Per Day	9			
3.	<p>Stationary per participant as per approved samples:</p> <ul style="list-style-type: none"> • Folder(plastic envelope folders A4 size) • Ball pen piano or equivalent • Writing pad(small) 	Per set	712			

S. No	Description	Unit	Tentative Quantity	Rate	Amount	Means of verification/ Remarks
4.	Photocopying per page (A4 Size Single Side)					
	Black & White	Page	76,000			
	Color	Page	28,500			
5.	Banners one per event Size 5 feet width and 3 feet height panaflex)	No.	14			
6.	Food for participants per head Menu 1 One time tea (Milk tea, Simple cookies, Cake, Bottled water (nestle, Aquifina, Kinley)	Per person	665			Registration sheet of participants
	Lunch (boxes or otherwise) Mutton Quorma/Roast piece,, Chinese Rice, Naan, Salad, Botteled water (Nestle, Aquifina, Kinley)	Per person	665			Registration sheet of participants
	Menu 2 • One time tea (Milk tea, Simple cookies, Paties , Bottled water (nestle, Aquifina, Kinley)	Per person	285			Registration sheet of participants
	• Lunch (boxes or otherwise) Chicken Biryani,, Chicken tikka, Naan, Salad, Botteled water (nestle, Aquifina, Kinley)	Per peson	285			Registration sheet of participants
7.	Print material Cost of designing and printing A4 size flyer in 4 colours(110 gm paper matt finish) (1000 copies)	No.	2			
	Posters size 22 inch * 28 inches 8 color printing 110 gram paper matt finish) (1000 copies)	No.	2			
Total						
Total (in Words)						

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

**Procurement of Services to Provide Logistics for Community Trainings
in Nari & Porali River Basins**

Lot 3 – Porali River Basin Areas

Bill of Quantities

S. No	Description	Unit	Tentative Quantity	Rate	Amount	Means of verification/ Remarks
1.	<p>Logistical support per event</p> <ul style="list-style-type: none"> • disbursement of invitations, • identification of venues at community level for trainings, • assist in ensuring maximum(75%) participation as per lists provided by PMU • Assist in disbursement of Daily Allowance to participants • provision of training material as provided by PMU for each training • accurate documentation including the attendance sheets, duly verified by the trainers, photographs of the events 	Per one or two day event	67			<ul style="list-style-type: none"> • Copy of invitation letter • Registration of participants verified by the service provider and trainer or representative of Employer. • DA receipt forms with sign or thumb impression and CNIC number of recipient. • Pictures of Event in hard and soft. (hard copies - 02 pictures shall be printed over one A4 Paper with subtitles if required. Soft copies shall be emailed to Employer or provided in USB)
2.	Arrangement of training venue					
	Arrangement of Tent at required location for 20 to 30 persons including Chairs, transportation, fixing and unfixing etc complete in all respect.	Per Day	86			
	Arrangement of Hall for 20 to 30 participants	Per Day	28			
3.	<p>Stationary per participant as per approved samples:</p> <ul style="list-style-type: none"> • Folder(plastic envelope folders A4 size) • Ball pen piano or equivalent • Writing pad(small) 	No.	1948			

S. No	Description	Unit	Tentative Quantity	Rate	Amount	Means of verification/ Remarks
4.	Photocopying per page (A4 Size Single Side)					
	Black & White	Page	114,000			
	Color	Page	57,000			
5.	Banners one per event Size 5 feet width and 3 feet height panaflex)	No.	33			
6.	Food for participants per head Menu 1 One time tea (Milk tea, Simple cookies, Cake, Bottled water (nestle, Aquifina, Kinley)	Per person	1,425			Registration sheet of participants
	Lunch (boxes or otherwise) Mutton Quorma/Roast piece,, Chinese Rice, Naan, Salad, Botteled water (Nestle, Aquifina, Kinley)	Per person	1,425			Registration sheet of participants
	Menu 2 • One time tea (Milk tea, Simple cookies, Paties , Bottled water (nestle, Aquifina, Kinley)	Per person	950			Registration sheet of participants
	• Lunch (boxes or otherwise) Chicken Biryani,, Chicken tikka, Naan, Salad, Botteled water (nestle, Aquifina, Kinley)	Per peson	950			Registration sheet of participants
7.	Print material Cost of designing and printing A4 size flyer in 4 colours(110 gm paper matt finish) (1000 copies)	No.	2			
	Posters size 22 inch * 28 inches 8 color printing 110 gram paper matt finish) (1000 copies)	No.	2			
Total						
Total (in Words)						

Section IV
Form of Quotation for Lot-1

Date: ____/____/2021

To:

The Project Director,
Balochistan Integrated Water Resources
Management and Development Project,
House No. 116/40-A, Jinnah Town, Samungli Road Quetta.

We offer to execute the **Procurement of Services to Provide Logistics for Community Trainings in Nari & Porali River Basins (Lot No. 1)** 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 carry out the assignment described in the Contract throughout the year starting from the date of contract signing.

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 Service Provider: _____

Address: _____

Phone Number: _____

Fax Number, if any: _____

Section IV
Form of Quotation for Lot-2

Date: ____/____/2021

To:

The Project Director,
Balochistan Integrated Water Resources
Management and Development Project,
House No. 116/40-A, Jinnah Town, Samungli Road Quetta.

We offer to execute the **Procurement of Services to Provide Logistics for Community Trainings in Nari & Porali River Basins (Lot No. 2)** 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 carryout out the assignment described in the Contract throughout the year starting from the date of contract signing.

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 Service Provider: _____

Address: _____

Phone Number: _____

Fax Number, if any: _____

Section IV
Form of Quotation for Lot-3

Date: ____/____/2021

To:

The Project Director,
Balochistan Integrated Water Resources
Management and Development Project,
House No. 116/40-A, Jinnah Town, Samungli Road Quetta.

We offer to execute the **Procurement of Services to Provide Logistics for Community Trainings in Nari & Porali River Basins (Lot No. 3)** 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 carry out the assignment described in the Contract throughout the year starting from the date of contract signing.

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 Service Provider: _____

Address: _____

Phone Number: _____

Fax Number, if any: _____

Section V

Form of Contract Agreement

AGREEMENT

This Agreement, made the _____ day of September, 2021, by and between

The **Project Director**,
Balochistan Integrated Water Resources
Management and Development Project,
House No. 116/40-A, Jinnah Town, Samungli Road Quetta.

hereinafter called “ **The Employer**” and

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

Whereas the Employer is desirous that the Service Provider shall carry out the logistical support works at the given project sites at various times as and when requested by the Employer as per BOQ/ Specifications and prices quoted by the Supplier in the price quotation and accepted by the employer forming part and parcel of this contract.

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 Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Employer to execute the assignment in conformity with the specifications provided in the BoQ in all respects under the supervision of Employer’s representative.
3. The Employer hereby covenants to pay the Service Provider in consideration of the execution of assignment 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 **Service Provider** : _____

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 Service Provider to execute and complete the assignment 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 Project Manager** means the person appointed by the Employer to act as the Project Manager for the purpose of Contract and named as follows, or other person appointed from time to time by the Employer and notified to the service provider. The Project Manager through his representative will provide top supervision to the assignment carried out by the Service Provider and certify the quality and quantity of the items of assignment.

The Project Manager is Deputy Director of Agriculture (OFWM) at PMU appointed by the Employer for Balochistan Integrated Water Resources Management & Development Project. The Deputy Directors of Agriculture Department at District level shall act as representatives of Project Manager.

(d) **The Service Provider** is a person or corporate body whose Quotation to provide Services has been accepted by the Employer.

(e) **The Service Provider's Price Quotation** is the completed document (Invitation to Quote together with attachments) submitted by the Service Provider to the Employer.

(f) **The Contract Price** is the price stated in the **Letter of Acceptance** and thereafter as adjusted in accordance with the provisions of the Contract.

(g) **Days** are calendar days; **months** are calendar months.

(h) **A Defect** is any item of work/supplies executed not in accordance with the Contract.

(j) **BOQ/ Specification** means the bill of quantities (BOQ) with sufficient details to execute the assignment included in the RFQ/PO/Contract and any modification or addition made or approved by the Employer (Project Director) by the recommendation of the project manager.

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. **Service Provider's Risks.** The risks of personal injury, death, and loss or damage to property and adjacent property (including, without limitation, the items supplied) are Service Provider's risks.

5. **Logistics to be provided on scheduled date.** The training events are spread over the period of one year. The service provider shall arrange the logistics within the designated area (depending on the lot for which the contract is signed) and date intimated by the Employer for as many times as requested by the Employer during the currency of the contract. The Project Manager shall issue the instruction and convey the date for arrangement of an event.
6. **Defects.** The Employer shall give notice to the Service Provider of any violation of Terms and Condition of the contract at any time during the currency of the contract. If the service provided fails to overcome/ rectify the violations and continues practices not acceptable to the Employer, the Employer may terminate the Service Provider's contract with a one week prior notice.
7. **Payments.** The Employer shall pay the Service provider on the basis of quantities and unit rates provided in the BoQ as certified by the Project Manager. However, payment shall not be made after each training event. An invoice must amount to 5% of the the total contract price to be eligible to be processed for payment or an invoice be submitted after completion of at least 10 training events. The invoice must accompany all verification documents listed in the BoQ to the satisfaction of the Project Manager.
8. **Taxes.** The Service Provider 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 Service Provider 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.

Signature of the **Employer** : _____

Signature of the **Service Provider**: _____