

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



**REQUEST FOR QUOTATION  
FOR  
SUPPLY AND PRINTING FOR REGISTERS**

**(November 2021)**

Office of Project Director 116/40-A, Jinnah Town Quetta - Phone # 081-2870705 Fax # 081-2870704

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

**REQUEST FOR QUOTATION (RFQ)  
FOR**

**PRINTING MATERIALS**

No. PD/BIWRMDP/OPERATING/GEN/ 409 / VOL-V

Date: November 25, 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 **Printing Materials**. 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 Printing Materials**" and submitted to: The **Project Director, Balochistan Integrated Water Resources Management and Development Project, 116/40-A, Jinnah Town, Samunqli Road Quetta** (Ph:081-2870705, Fax: 081-2870704, Email: [bssip@yahoo.com](mailto: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 20<sup>th</sup> December 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 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 **Printing Materials** as described in the BOQ and Specifications given in Section III. The successful contractor/offerors shall be expected to complete the works within 15 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/offerors 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, Printings 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/ offerer 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 supply, Prinings 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 and Printings as per the BOQ and implementation schedule given in the contract agreement or as recommended by the Project Director.

#### 4. Specifications

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

#### Quotation for Printing Materials

S.No	Description of Item of Work	Quantity	Unit	Rate	Amount (Rs.)
1.	Resgister Baraye Tanazajat 163 pages 12 x 8 inch 1 color printing & carbon less paper with binding	90	Nos.		
2	Resgister Baraye Mushawarati Ijlas 163 pages 12 x 8 inch 1 color printing & carbon less paper with binding	140			
3	Resgister Baraye Kisan Tanzeem (FOs) 163 pages 12 x 8 inch 1 color printing & carbon less paper with binding	50			
4	Resgister Baraye Khawateen Taraqiyati Group (WDGs) 163 pages 12 x 8 inch 1 color printing & carbon less paper with binding	100			
5	Resgister Baraye Water User Associations (WUAs) 163 pages 12 x 8 inch 1 color printing & carbon less paper with binding	150			
6	Resgister Baraye Village Watershed Committees (VWCs) 163 pages 12 x 8 inch 1 color printing & carbon less paper with binding	50			
7	Resgister Baraye Water Supply Committees (WSCs) 163 pages 12 x 8 inch 1 color printing & carbon less paper with binding	50			
8	Approved ESMPs 390 pages 12 x 8 inch 1 color printing with binding	60			
<b>Total</b>					

Delivery Time: \_\_\_\_\_ Days

Validity: \_\_\_\_\_ Days

Offeror:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Stamp: \_\_\_\_\_