



INVITATION FOR BID

FOR THE PURCHASE AND SUPPLY OF FURNITURE ITEMS (WOODEN/PLASTIC)

BETWEEN

GREENSTAR SOCIAL MARKETING PAKISTAN (GUARANTEE) LIMITED

FOR

BHFA PROJECT

FUNDED BY

USAID

INVITATION FOR BIDS (IFB):	270624-FUR-0001
TO PROCURE:	Furniture Items (Wooden/Plastic)
DELIVERY TERM:	Karachi, Pakistan
ISSUANCE DATE:	June 27, 2024
LAST BID RECEIPT DATE:	July 12, 2024 5:00 P.M Local Time Karachi, Pakistan.

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Description:


Greenstar Social Marketing Pakistan (G) Ltd, Karachi invites proposals from GST / NTN registered authorized distributor/reseller/suppliers having a legal presence in Pakistan (Karachi) for “Purchase of Furniture Items (Wooden/Plastic)”

1.1 Scope of Work

The proposed procurement includes details as follows:

Technical Specifications:

S.#.	Description	Specifications	Sample Picture
1	Plastic Chair	100% pure with aluminum legs, Boss / 4 star / Fello brand (blue color) with four colors branding sticker.	
2	Plastic Rack	3 layered plastic racks best quality with four colors branding sticker.	
3	Plastic Stool	Complete plastic stool 100% pure, height 20" Boss / 4 star / Fello brand (one color) with four colors branding sticker.	
4	Wooden Table	Wooden Table made in laminated sheet without drawers, size: 4' x 2.5' with four colors branding sticker.	

5	Wooden Chair	Wooden Chair, Keekar wood with cushion seat/back (moly foam) covered with regzine. with four colors branding sticker.	
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To qualify for the tender, firms must address the entire scope outlined above and detailed in other sections of this document as well as any further communication issued in association with this IFB.

2. **ACCEPTANCE:**

The acceptance criterion for successful bids is defined in the following sections with details being provided for the bidding procedure to be followed for this tender by the Greenstar Social Marketing Pakistan, Karachi.

2.1 **Instructions for Bidders**

- 2.1.1 Bidding is open to all Bidders that meet the given minimum qualification criteria relating to previous experience, delivery capability, firms standing, etc., as stated in the IFB.
- 2.1.2 Any inquiry concerning this IFB and any return bid(s) must be submitted in writing, to be received sufficiently in advance of the Last Bid Receipt Date to permit a thorough and accurate response by GSMP. Such inquiries shall be sent to e-mail syedasim@greenstar.org.pk. GSMP is under no obligation to consider or respond to questions that are not received in a timely manner.
- 2.1.3 A bidder can submit only one bid as multiple bids and offers shall not be considered.
- 2.1.4 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser will in no case be responsible or liable for those costs.
- 2.1.5 Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the IFB. Failure to furnish all information required by the IFB or to submit a bid not substantially responsive in every respect will be at the Bidder's risk and may result in the rejection of its bid.
- 2.1.6 The bidder should quote a composite price inclusive of all taxes & duties for all required items etc.
- 2.1.7 The bidder should mention clear timelines as to when the all the required items would be delivered.
- 2.1.8 Top three successful bidders may ask to provide samples for the approval from the concerned.
- 2.1.9 The requested item shall be ready for shipment within 30 to 45 days of issuance of the contract/PO. No credit will be given for earlier availability date.
- 2.1.10 Preference will be given to suppliers that are able to quote all items, however; multiple or no awards may be made.

2.2 **Procedure for Submission of Bid**

- For this tender 'Single stage- one envelope procedure' open competitive bidding shall be adopted
- Technical brochure/pic of the offered Product (if any).
- Company profile with Income Statement or Annual report showing financial status, clientle list of the company.

3. GENERAL TERMS & CONDITIONS:

3.1 Validity of the Proposal

All proposal and price shall remain valid for a period of 30 days from the last date of bid submission. However, validity could be extended with mutual consent of the parties.

3.2 Delivery Timelines:

Clearly mention delivery timelines of the required items.

3.3 Penalty Clause:

The contract/PO to be executed between GSM and the successful vendor will contain penalty clauses for delay in the delivery of the required items.

3.4 Currency:

All currency in the IFB shall be quoted in Pakistan Rupees (PKR).

3.5 Withholding Tax, Sales Tax and other Taxes:

3.5.1 The interested firms are hereby informed that the GSM shall deduct applicable tax(es) at the rate prescribed under the tax laws of land, from all payments. The firm will be responsible for all taxes levied by government from time to time.

3.5.2 **After submission of GST invoice, GSM will only pay the principle amount while GST amount exemption will be applied through USAID and it takes around 4 to 5 months for the decision from EAD after that we will provide exemption certificate or pay GST amount.**

3.6 Submission Date & Address:

Last date for submission of sealed bid is **July 12, 2024** at the GSM's address as follows:

SCM Department

Ocean Tower 8th Floor, G-3, Block 9,

K.D.A. Scheme # 5, Main Clifton Road,

Karachi- Pakistan.

3.7 Envelope:

On the top of the sealed envelope should be clearly marked "**Bids for Furniture Items (Wooden/Plastic)**".

3.8 Disqualification:

The firm(s) who had defaulted in their P.O's/contracts to perform a contract awarded by GSM is not eligible to participate in the tender.

The firms who have not fulfilled their contractual obligation with GSM shall also not be eligible to participate in the Bid(s), unless they clear their dues along with penalties or fulfill their contractual obligations with GSM.

3.9 Earnest Money:

Earnest money @ 2% (refundable) of the total amount should be submitted with the IFB in shape of “Pay Order/Demand Draft” in the name of “**Greenstar Social Marketing (Guarantee) Limited – Pakistan**” – NTN # 0913138-8.

3.10. Rights:

GSM reserve the right to accept or reject any or all tender(s) without assigning any reason thereof.

A. Appendix: Format for Financial Proposal:

S.#.	Description	Qty	Units	Rate Each (PKR)	GST Each (PKR)	Rate with GST - Each (PKR)	Total Amount (PKR)
1	Plastic Chair	2,000	Nos				
2	Plastic Rack	1,000	Nos				
3	Plastic Stool	120	Nos				
4	Wooden Table	120	Nos				
5	Wooden Chair	120	Nos				
Grand Total Amount (Inclusive of all taxes)							

Company Name: _____

Contact Person: _____

Designation: _____

Date: _____

Authorized Signature: _____

Company Seal _____