

# REQUEST FOR QUOTATION

## Invitation of Sealed Bids for Purchase of Tents and other accessories

<b>ISSUE DATE:</b>	09 Oct 2021
<b>DUE DATE/TIME FOR SUBMISSION:</b>	17 Oct 2021/ 18:00PM Local Time
<b>SUBMISSION ADDRESS:</b>	Tents Disposal Committee – Zaitoon Hall, 1 <sup>st</sup> Floor, Hillview Hotel, F7 Markaz, Islamabad
<b>AWARD CRITERIA:</b>	Highest Bid against single or multiple items
<b>ANTICIPATED NO. OF AWARDS:</b>	Multiple

**Place of Performance/Delivery: Islamabad**

**This RFQ comprises of two parts as detailed below (Complete Set should be submitted):**

**PART I – INTRODUCTION AND GENERAL REQUIREMENTS**

**PART II - ANNEXES**

Annex A – **Bidder Detail** (TO BE COMPLETED & SIGNED BY YOU)

Annex B – **A Pricing Table** (TO BE COMPLETED & SIGNED BY YOU)

## PART I

### 1. INTRODUCTION

IMC Worldwide Ltd is a UK-based consulting company delivering infrastructure donor-funded projects across the world. We have more than 50 years' experience and have worked in over 80 countries. IMC has a wealth of experience in project design, management and construction supervision. We have built our business on providing the technical and organizational expertise associated with the provision of infrastructure in developing countries, such as roads, bridges,

housing, schools, transport and urban planning. We have experience of carrying out these services in response to natural disasters.

## 2. SPECIFIC REQUIREMENT

IMC Worldwide Ltd is registered in Pakistan and has main offices in Islamabad, Lahore and Peshawar while delivering international donor funded projects.

**Currently we are calling quotations from Bidders to Purchase used Tents (various sizes), pedestal and bracket fans, white boards and Floor mats on “as is where basis is”. (As per format in Annex –B for assets/items mentioned in attached list**

### Note:

- a) Interested bidder/s can visit to inspect condition of tents/assets on any day between 0900 hrs to 1800 hrs from 10 Oct 21 onwards till 17 Oct 21. The address of our offices/warehouses is as:
  1. House No. 284, Sector D, Green Acres, Toru Road Mardan – KPK
  2. IMC Worldwide warehouse # 1, House No 27-A, Street No.01, Moh Cavalry Ground Lahore Cantt
  3. IMC Worldwide warehouse # 2, phingali Mohallah DHA Phase VII Lahore
- b) For any query please contact via email at [Ops.procurement@humqadam.pk](mailto:Ops.procurement@humqadam.pk) . No phone calls will be entertained.
- c) Submission of quotation(s) doesn't mean Award of Bid by IMC Worldwide.
- d) Any bidder can bid for single or multiple items in a sealed envelope
- e) 1% of the bid amount needs to be submitted as bid security in the form of pay order in favor of **IMC worldwide ltd**. No cash or cheques will be entertained.
- f) Please note that **NO** pricing information must appear on sealed envelope.
- g) Offers not addressed properly or received after deadline will not be considered.
- h) Disposal Order (DO) will be shared from official email id ([Ops.procurement@humqadam.pk](mailto:Ops.procurement@humqadam.pk)), no other verbal order delivery will be accepted for compensation.
- i) Bidders are required to submit their bids while keeping in mind the condition of assets “**as is where basis is**”. There will be **NO** round of negotiations with any bidder on condition/quantity of any asset as the sealed bids are invited only for assets “**as is where basis is**” located at our offices/warehouses.
- j) Successful bidders need to submit the remaining 99 % payment of bid value within 3 x working days after receipt of the disposal order.
- k) IMC Worldwide will inform the successful/unsuccessful bidders before 21 Oct 21.
- l) The successful bidders need to pick up their assets within 3 x working days after successful receipts of payment and conformation by IMC Worldwide.
- m) IMC Worldwide has a ‘zero tolerance’ approach to all forms of corruption, anyone influencing the transparent process can be reported on dedicated email address [Info@humqadam.pk](mailto:Info@humqadam.pk)
- n) The successful bidders need to pick up their assets within 3 x working days after successful receipts of payment.
- o) IMC Worldwide reserve the right to accept or reject any bid or cancel the whole process at any time without describing any reason.
- p) The sealed bid addressing the “Tents disposal Committee” must reach the IMC Worldwide office by **18:00 PM 17 Oct 2021.**
- q) Address for Submission of bids:  
**Zaitoon Hall, First Floor, Hill View Hotel F-7 Markaz Islamabad**

## ANNEX - A

### To be Filled by Bidder (COMPULSORY)

#### Details of Bidding Company:

1. Company / Bidders Name: \_\_\_\_\_
2. Company / Bidders Authorized Representative Name: \_\_\_\_\_
  - 2.1 Authorized representative CNIC # \_\_\_\_\_
3. Company Registration No (If Applicable): \_\_\_\_\_

No/Country/ Ministry
4. Company / Bidder - NTN Number: \_\_\_\_\_ / \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_

Country/Governorate./City/St name/Shop-Office No
- a. Contact Numbers: (Land Line: \_\_\_\_\_ / Mobile No: \_\_\_\_\_)
6. E-mail Address: \_\_\_\_\_

#### BIDDER'S COMMENTS/REMARKS:

1. \_\_\_\_\_
2. \_\_\_\_\_

#### BIDDER'S TERMS AND CONDITIONS:

1. Valid of the offer: \_\_\_\_\_
2. Payment Terms: \_\_\_\_\_

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized Signature and Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEX – B**

S/ N	Location	Items	Available in stock	Number of items bided for	Unit Rate (PKR)	Total Rate (PKR)
1	IMC Worldwide office House No. 284, Sector D, Green Acres, Toru Road Mardan	Tents Size 50m x 40m	0			
		Tents Size 5m x 8m	81			
		Tents Size 4m x 5m	85			
		Tents Size 4m x 6m	0			
		Tents Size 4m x 4m	5			
		Floor mat	54			
		Bracket Fans	314			
		Pedestal fan	43			
		White board	29			
		WB Stands	32			
2	IMC Worldwide warehouse # 1, House No 27- A, Street No.01, Moh Cavalry Ground Lahore Cantt	Tents Size 5.5 m x 4 m	108			
		Tents Size 5m x 4m	54			
		Tents Size 5m x 8m	118			
		Tents Size 6m x 5m	49			
		Tents Size 6 m x 6m	3			
		Tents Size 6m x 4m	26			
		Tents Size 12m x 12m	1			
		Tents Size 4m x 4 m	4			
		Tents Size 6m x 4.5 m	6			
		Tents Size 15 m x 12 m	1			
	IMC Worldwide warehouse # 2, phingali Mohallah DHA Phase VII Lahore	Tents Size 7m x 5m	1			
		Tents Size 4m x 4.5m	1			
		1 x Packed tent	1			
		Tents misc sizes	26			
		Qanaat	291			
		Floor mat	362			
		Bracket Fans	188			
		Pedestal fan	631			
		White board	88			
		WB Stands	55			

\*Bidder can bid for single or multiple items mentioned in attached list of assets.

**Collection of assets by successful bidder/s:**

S. No	Delivery Location	Collection Time after Successful Bid
1	Mardan	3 days after award
2	Lahore	3 days after award

*\*Bidder are responsible to arrange transportation of their awarded assets after payment of financial receipts within 3 x days of award.*

*\*Bank Draft to be made on below mentioned account details*

<b>Bank Account Title</b>	IMC worldwide ltd
<b>Bank Account No / IBAN</b>	PK05 ASCM 0000 2601 0057 9350
<b>Bank Name</b>	Askari Bank limited
<b>Branch Address</b>	F-10 Markaz Islamabad
<b>Branch Code</b>	PK05

**Name of Bidder's Authorized Representative:**

\_\_\_\_\_

**Authorized Signature and Stamp:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_