

“Dossier”

TERMS OF REFERENCE FOR MAKING A VIDEO ON “COMMUNITY EMPOWERMENT THROUGH SKILLS ENHANCEMENT”

INTRODUCTION:

The Shaheed Zulfikar Ali Bhutto Institute of Science & Technology (SZABIST) is chartered institute of Science & Technology established under Sindh Assembly Act No XI of 1995. SZABIST has established its campuses at Karachi, Larkana, Islamabad, Hyderabad & Dubai, these are degree awarding institutes.

Apart from this, SZABIST has established Directorate of SZABIST ZABTech (iTVE) which deals with Technical & Vocational Education since year 2000 and has a gross root level connection with people of vicinities of 7 districts of Sindh province. SZABIST has established ZABTech iTVEs which are having state of art TVET facilities at (1) Hyderabad, (2) Larkana, (3) Shaheed Benazirabad, (4) Khairpur Mir's, (5) Sehwan-Jamshoro, (6) Tando Muhammad Khan and (7) Gharo-Thatta.

Being a growing largest TVET provider in Pakistan, ZABTech provides training services for short and long term periods in Electrical, Mechanical, Automobile, Renewable energy, Textiles, Hospitality and services sectors. All training formats are accredited, registered and affiliated with approved bodies of provincial and federal government of Pakistan.

Under the Public and Private Partnership, SZABIST ZABTech successfully implemented two-year project “**COMMUNITY EMPOWERMENT THROUGH SKILLS ENHANCEMENT**” with collaboration of Planning & Development Department, Govt. of Sindh through Community Development Program (CDP) at UC One Sehwan. The project aimed to provide technical and vocational education to 800 out of School, un employed youth, enabling them on core business skills and demand driven trades to contribute into the skills development needs of the national/provincial development plan at community as well as regional level.

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Tender Notice

March 12, 2019

SUBJECT:

INVITATION TO TENDER FOR DOCUMENTARY FILMING ON “COMMUNITY EMPOWERMENT THROUGH SKILL ENHANCEMENT

Ref # /Tender/CDP/2019/march/002

SZABIST ZABTech (iTVE) is an accredited institute of Technical and Vocational Education serving people of Sindh Province since year 2000 in seven districts (Hyderabad, Larkana, Shaheed Benazirabad, Tando Muhammad Khan, Sehwan-Jamshoro, Khairpur Mir’s and Thatta).

SZABIST ZABTech iTVE invites sealed Bids from registered Video Makers/ suppliers/vendors/contractors

Lot. No.	Shooting of Video	Specification
01	Documentary Filming	Details in Tender Pack

Terms & Conditions:

01)

Bids must specify all details according to the tender text.

02)

Tender Pack can be collected from Directorate of SZABIST ZABTech iTVE by sending an email to tenders@zabtech.edu.pk or can be downloaded from SZABIST ZABTech website: <http://szabist-zabtech.edu.pk/tenders>.

03)

Further details, eligible criteria, terms and conditions are given in tender pack.

04)

Procurement committee reserves the right to change the Quantities or Cancel/ Reject any or all offers without assigning any reason or notice

05)

The bids will be opened on March 26, 2019 at 12:00 PM (Pakistan Standard Time) at Directorate of SZABIST ZABTech iTVE Karachi in the presence of suppliers/vendors/contractors or their authorized representatives. Bidders will be notified about the results in due time.

06)

Successful suppliers/vender/contractors are expected to conclude a contract with SZABIST ZABTech iTVE

07)

Interested companies/suppliers /venders are requested to send sealed bids to following address latest by **March 26, 2019 at 11:00 AM (Pakistan Standard Time)**

08) Procurement method shall be based on Single Stage – **Two Envelope Procedure as per Rule 46 (2) of Sindh Public Procurement Regulatory Authority (SPPRA).**

Mailing Address

Procurement Committee

Directorate of SZABIST ZABTech iTVE, Karachi

Ground Floor, Sheikh Sultan Trust Building # 01, Beaumont Road, Karachi- 75530.

Ph: +92 21 35220217-18

Letter of Invitation to Tender

Ref # /Tender/CDP/2019/march/002

Dear Sir/Madam,

Subject: Invitation to Tender

This is an invitation to tender for the above-mentioned subject. Please find enclosed the following documents, which constitute the tender package:

A. Technical Specifications

B. Instructions to tenderers (ITB)

- Annex i Technical specifications
- Annex ii Technical Offer
- Annex iii Financial Offer
- Further information
- Annex iv Declaration

We look forward to receiving your tender on or before March 26, 2019 at 11:00 AM at the address specified in the tender dossier.

Your tender bid must include the following documentation, please use the list below as a 'Checklist' before submitting your tender to SZABIST ZABTech iTVE.

- ✓ Organization Profile
- ✓ CVs/HR Involved
- ✓ Sample of Documentaries produced previously
- ✓ Technical Specification
- ✓ Financial Offer
- ✓ Signed Tenderers Declaration
- ✓ Copy of the NTN & GST/SSTN/SSTN Number (or copy of CNIC)
- ✓ Completed 'Tenderers Relevant Experience Form with contract & Work Orders and Completion Certificates'
- ✓ List of Current Clients. (or Three references)

Bids must be submitted in sealed envelopes, marked "TENDER "not to be opened before "March 26, 2019 at 11:00 AM" and should bear the tender reference number specified above on the outside of the envelope for identification purposes.

Yours sincerely

Procurement committee

SZABIST ZABTech iTVE

Ground Floor, Sheikh Sultan Trust Building#01,

Beaumont Road, Karachi-75530

Ph: +92 21 35220217-18

DOCUMENTARY PROJECT:

The video project will showcase the work and visually present a journey of entire project, "Community Empowerment Through Skills Enhancement"; how it got started, its activities and what change has it produced. The video will focus on how program has helped graduates to become independent, increase their income level and able to change their life after training.

PROPOSED ACTIVITIES:

- Scripting and story boarding (hard & soft)
- Visit the field.
- Interview trainees, their parents/spouse/placement organizations/project Staff
- Make a 5-minute documentary and 60 seconds teaser (HD format)
- Use subtitles in English.
- Use graphic and illustration
- Voiceovers/audio where needed.
- Show the semifinal video to the communication manager SZABIST ZABTech and incorporate feedback and suggestions before submitting the final video.
- 50 High Quality Pictures.

TECHNICAL ASPECTS:

- The overall visualization will be done as per the concept finalized and approved by SZABIST ZABTech.
- Shooting Location: Sehwan
- Graphics and illustration
- High Quality Recording
- Voice Over and Subtitles
- High Quality Camera Use (Canon 5D Mark II & III), Sony A7s II, Panasonic GH4, other 4K and HD Cameras)
- High Quality Music (Canned)
- Kino Flo, Dedo & Arri Lights
- High Quality Editing using iMac 5K and 4K

LANGUAGE:

- URDU

SCHEDULE AND TIMELINE:

- All deliverables must be completed by March 10, 2019.

EXPECTED OUTCOME:

- Video of 5 minutes and teaser.

EVALUATION:

- The evaluation will be done on the criteria provided in annex I. The cost proposal will be only evaluated for those who successful scores the minimum 80 percent of the marks from technical proposal assessment.

ANNEX I

EVALUATION CRITERIA:

S NO	CRITERIA	INDICATORS	REMARKS
01	Organization's experience in the field of making documentaries or impact videos for development interventions.	<ol style="list-style-type: none">1. More than 3 years.2. 3-2 years3. Less than 2 years	
02	Human Resource Competency	<ol style="list-style-type: none">1. More than 3 years.2. 3-5 years3. Less than 5 years	
03	Methodology and Understanding of Terms of Reference (ToR)	<ol style="list-style-type: none">1. Clear explanation of methodology including work plan, activities, and outputs.2. Moderate explanation on methodology including work plan, activities, and outputs.3. No explanation on methodology including work plan, activities, and outputs.	
04	Quality of work	<ol style="list-style-type: none">1. Excellent2. Good3. Satisfactory	

Instruction to Tenderers

1. Shooting Location and Delivery Location: Sehwan and Delivery location SZABIST ZABtech Directorate Karachi

1.1 SZABIST ZABTech iTVE, reserves the rights to reject any quotation or all Quotation without any reason

1.2 SZABIST ZABTech iTVE, reserves the right to terminate the contract or withdraw the contract before time period without any justification.

1.3 Above mentioned items must comply fully with the technical specifications set out in the tender package and confirm in all respects with the quantities and specifications.

1.4 The specifications should be clearly mentioned in the technical proposal.

1.5 Shooting Location with transportation, loading and other all associated cost if any.

1.6 Limited variation will be accepted (if any during shooting)

Tender Timetable

Tender Activities	Date	Time
Tender Notice Publication	March 12 , 2019	5:00 PM
Deadline for requesting clarifications from the SZABIST ZABTech iTVE	March 15, 2019	5:00 PM
Last date on which clarifications are issued by the SZABIST ZABTech iTVE	March 19, 2019	4:00 PM
Deadline for submission of tenders	March 26, 2019	11:00 AM
Tender opening session	March 26, 2019	12:00 PM
Notification of award to the successful Tenderer	Will confirm through the Email or Letter	
Signature of the contract	Will confirm through the Email or Letter	

B. Instructions to tenderers

Exclusion from participation

Tenderers must have to certify in a declaration that they are not in one of the following situation

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgment;
- They have been guilty of grave professional misconduct proven by any means;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of country where the contract to be performed.
- They have been subject of a judgment which has the force of resjudicate for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the communities' financial interest

Exclusion from award of contract

Contracts may not be awarded to tenderers which during the procurement procedure:

- (a) Are subject to a conflict of interest;
- (b) Are guilty of misrepresentation in supplying the information required as a condition of participation in the contract procedure or fail to supply this information.

These terms refer to all nationals of the above states and to all legal entities, companies or partnerships effectively established in the above states. For the purposes of proving compliance With this rule, tenderers being legal person must present the documents required under that country's law.

The eligibility requirement detailed in sub clauses 3.1 and 3.2 applies to all members of a joint venture/consortium and all subcontractors, as well as to all entities upon whose capacity the tenderer relies for the selection criteria. They must prove their eligibility by a document dated less than one year earlier than the deadline for submitting tenders, drawn up in accordance with their national law or practice or by copies of the original documents stating the constitution and/or legal status and the place of registration and/or statutory seat and, if it is different, the place of central administration. The SZABIST ZABTech may accept other satisfactory evidence that these conditions are met.

To be eligible to take part in this tender procedure, tenderer must prove to the satisfaction of the SZABIST ZABTech iTVE that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively.

2. Type of Contract

Lump sum Contract ((i) of subsection (f) of section 75 SPPRA)

1. Currency

Tenders must be presented in Pak Rupees

2. Lots

The dossier is in 01 lot caring Documentary Filming of 5 minutes and 60 seconds teaser, Bidder can submit bids for complete lot or Item-wise.

3. Period of validity

3.1 Tenderers will be bound by their tenders for a period of 15 days from the deadline for the submission of tenders.

3.2 In exceptional cases and prior to the expiry of the original tender validity period, the SZABIST ZABTech may ask tenderers in writing to extend this period by 15 days.

3.3 The successful tenderer will be bound by its tender for a further period is added to the validity period of the tender irrespective of the date of notification.

4. Language of Tenders

4.1 The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the SZABIST ZABTech iTVE must be written in the language of the procedure, which is English.

5. Sample

5.1 SZABIST ZABTech iTVE can call the samples of any item or all items

6. Contents of Tenders

Failure to fulfill the below requirements will constitute an irregularity and may result in rejection of the tender. All tenders submitted must comply with the requirements in the tender package and comprise:

Part 1: Technical offer:

• Tenders must have to- complete the technical offers on the Annexed format “Technical Bid Form”. Tender received without technical bid will be treated as rejected. Tenderers may use their letter pad for technical bid form.

- Delivery to mentioned SZABIST ZABTech Directorate Karachi
- Copy of NTN (and other registration if any)
- Delivery time period must be mentioned in bid
- Offer validity 60 days
- Having relevant business
- Video Sample
- Bank statements

Part 2: Financial offer:

Financial Offer:

- Tenderers must have to use the annexed “Financial bid form” for completing their financial offer. A financial offer must be calculated on the basis of DDP (Delivered duty paid). Tenderers may use their letter pad also.
- Rates must be inclusive of all applicable taxes.
- SZABIST ZABTech iTVE Payment terms conditioned after completion of delivery within two weeks after receipt of original invoice (and other documents if so)

Part 3: Documentation:

- The Bid security (tender guarantee), for 2% of the total tender value in shape of demand draft/pay order/call deposit in the name of SZABIST ZABTech iTVE.

7. Rejection of Tender

The tender will be rejected if bidder fails to produce following list

- ✓ Organization Profile
 - ✓ CVs/HR Involved
 - ✓ Sample of Documentaries produced previously
 - ✓ Technical Specification
 - ✓ Financial Offer
 - ✓ Signed Tenderers Declaration
 - ✓ Copy of the NTN (or copy of CNIC)
 - ✓ Completed 'Tenderers Relevant Experience Form with contract & Work Orders and Completion Certificates'
 - ✓ List of Current Clients. (or Three references)
- SZABIST ZABTech iTVE can reject any or all bids without any notice

8. Taxes and other charges

- The quoted rates should be inclusive of all applicable taxes (WHT, GST/SSTN etc). by the government. In case of any exemption Tenderers should have to provide a valid exemption certificate as per government rules.
- The quoted prices should be included of all transportation, carriage, handling of office equipment at destinations and all other costs.

9. Alteration or withdrawal of tenders

9.1 Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

9.2 Any such notification of alteration or withdrawal must be prepared and submitted in accordance with Article 10. The outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate.

9.3 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiry of the tender validity period. Withdrawal of a tender during this interval may result in forfeiture of the tender guarantee.

10. Cost of preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.

11. Ownership of tenders

The SZABIST ZABTech retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.

12. Opening of tenders

12.1 The opening and examination of tenders is for the purpose of checking whether the tenders are complete, whether the requisite tender guarantees have been furnished, whether the required documents have been properly included and whether the tenders are generally in order. **The tenders opening session will be same date and time in presence of bidders.**

12.2 At the tender opening, the tenderers' names, the tender prices, any discount offered, may be announced.

12.3 After the public opening of the tenders, no information relating to the examination, clarification, evaluation and comparison of tenders, or recommendations concerning the award of the contract can be disclosed until after the contract has been awarded.

12.4 Any attempt by tenderers to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the SZABIST ZABTech iTVE in its decision concerning the award of the contract will result in the immediate rejection of their tenders.

14.5 All tenders received after the deadline for submission specified in the contract notice or these instructions will be kept by the SZABIST ZABTech. The associated guarantees will be returned to the tenderers. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

13. Evaluation of Tenders

13.1 Examination of the administrative conformity of tenders

The aim at this stage is to check that tenders comply with the essential requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender dossier without substantially departing from or attaching restrictions to them.

Substantial departures or restrictions are those which affect the scope, quality or execution of the contract, differ widely from the terms of the tender dossier, limit the rights of the SZABIST ZABTech iTVE or the tenderer's obligations under the contract or distort competition for tenderers whose tenders do comply. Decisions to the effect that a tender is not administratively compliant must be duly justified in the evaluation minutes.

If a tender does not comply with the tender dossier, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

13.2 Technical evaluation

After analyzing the tenders deemed to comply in administrative terms, the evaluation committee will rule on the technical admissibility of each tender, classifying it as technically compliant or non-compliant.

13.3 In the interests of transparency and equal treatment and to facilitate the examination and evaluation of tenders, the evaluation committee may ask each tenderer individually for clarification of its tender including breakdowns of prices, within a reasonable time limit to be fixed by the evaluation committee. The request for clarification and the response must be

writing, but no change in the price or substance of the tender may be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation of tenders. Any such request for clarification must not distort competition. Decisions to the effect that a tender is not technically compliant must be duly justified in the evaluation minutes.

13.4 Financial evaluation

a) Tenders found to be technically compliant will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:

- Where there is a discrepancy between amounts in figures and in words, the amount in words will be the amount taken into account;
- except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.

b) Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, its tender will be rejected.

13.5 Award criteria

- The sole award criterion will be the required/given technical specification and price.
- SZABIST ZABTech iTVE reserve the right to split the contact between two or more suppliers as per received offers.
- The technically compliant tender that offers the best price-quality ratio will be chosen.

14. Signature of the contract and performance guarantee

14.1 The successful tenderer will be informed in writing that its tender has been accepted (notification of award). Before the SZABIST ZABTech ITVE signs the contract with the successful tenderer, the successful tenderer must provide Required documents (original copies), including company incorporation/registration, experience certificates, financial accounts, NTN and GST/SSTN Certificate, bank statement or any other document needed by the evaluation committee according to the selection criteria.

14.2 The successful tenderer must also provide evidence of financial and economic standing and technical and professional capacity according to the selection criteria within 5 working days following the notification award or if the successful tenderer is found to have provided false information or fake documents, the award will be considered null and void.

14.3 In such case the SZABIST ZABTech may award the tender to the next lowest tenderer or cancel the tender procedure.

14.4 The SZABIST ZABTech reserves the right to vary quantities specified in the tender by +/- 100 % at the time of contracting and during the validity of the contract. The total value of the supplies may not, as a result of the variation rise or fall by more than 25 % of the original financial offer in the tender. The unit prices quoted in the tender shall be used.

14.5 Within 7 days receipt of the contract signed by the SZABIST ZABTech, the selected tenderer must sign and date the contract and return it, with the performance guarantee (if applicable), to the SZABIST ZABTech. On signing the contract, the successful tenderer will become the Contractor and the contract will enter into force.

14.6 If it fails to sign and return the contract and any financial guarantee required within 14 days after receipt of notification, the SZABIST ZABTech may consider the acceptance of the tender to be cancelled without prejudice to the SZABIST ZABTech's right to seize the guarantee, claim compensation or pursue any other remedy in respect of such failure, and the successful tenderer will have no claim whatsoever on the SZABIST ZABTech.

15. Tender guarantee

The Bid security (tender guarantee), for 2% of the total tender value in shape of demand draft/pay order/call deposit in the name of SZABIST ZABTech.

26. Ethics clauses

26.1 Any attempt by a candidate or tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the SZABIST ZABTech during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of their candidacy or tender and may result in administrative penalties.

26.2 Without the SZABIST ZABTech's prior written authorization, a Contractor and its staff or any other company with which the Contractor is associated or linked may not, even on an ancillary or subcontracting basis, supply other services, carry out works or supply equipment for the project. This prohibition also applies to any other projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the Contractor.

26.3 When submitting a tender, tenderer must declare that they are not affected by a conflict of interest and have no equivalent relation in that respect with other tenderers or parties involved in the project. Should such a situation arise during execution of the contract, the Contractor must immediately inform the SZABIST ZABTech.

26.4 Contractors must at all times act impartially and as faithful advisers in accordance with the code of conduct of their profession. They will refrain from making public statements about the project or services without the SZABIST ZABTECH ITVE's prior approval. They may not commit the SZABIST ZABTech in any way without its prior written consent.

26.5 For the duration of the contracts, Contractors and their staff must respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary state. In particular, and in accordance with the legal basic act concerned, tenderers that have been awarded contracts must abide by core labor standards as defined in the relevant International Labour Organization conventions (such as the Conventions on freedom of association and collective bargaining; Abolition of forced and compulsory labour; Elimination of forced and compulsory labour; Abolition of child labour).

26.6 Contractors may accept no payment connected with the contracts other than that provided for therein. Contractors and their staff must not exercise any activity nor receive any advantage inconsistent with their obligations to the SZABIST ZABTech.

26.7 Contractors and their staff are obliged to maintain professional secrecy for the entire duration of contracts and after their completion. All reports and documents drawn up or received by Contractors will be confidential.

26.8 The contract governs the Contracting Parties' use of all reports and documents drawn up, received or presented by them during the implementation of the contract.

26.9 Contractors must refrain from any relationship likely to compromise their independence or that of their staff. If the Contractor ceases to be independent, the SZABIST ZABTech may, regardless of injury, terminate the contract without further notice and without the Contractor having any claim to compensation.

26.10 The Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process and if the SZABIST ZABTech fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the SZABIST ZABTech.

26.11 All tenders will be rejected or contracts terminated if it emerges that the award or implementation of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has any appearance of being a front company.

26.12 The Contractor undertakes to supply the Commission on request with all supporting documents relating to the conditions of the contract's execution. The Commission may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence in cases of suspected unusual commercial expenses.

17. Cancellation of the tender procedure

If a tender procedure is cancelled, tenderers will be notified by the SZABIST ZABTech. If the tender procedure is cancelled before the tender opening session the sealed envelopes will be returned, unopened, to the tenderer. Cancellation may occur, for example, if:

- The tender procedure has been unsuccessful, namely where no suitable, qualitatively or financially acceptable tender has been received or there has been no valid response at all;
- The economic or technical parameters of the project have changed fundamentally;
- Exceptional circumstances or *force majeure* render normal implementation of the project impossible;
- All technically acceptable tenders exceed the financial resources available;
- There have been substantial errors, irregularities or frauds in the procedure, in particular where these have prevented fair competition;

- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market.

18. Penalty

- The SZABIST ZABTech iTVE reserve the right to forfeit the bid security (tender guarantee) in case the successful tenderer regrets or fail to provide the Supplies as per specification.

19. Appeals

- Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint to the SZABIST ZABTech iTVE.

20. Signature and Stamp

TECHNICAL SPECIFICATIONS + TECHNICAL OFFER

Contract title:

Publication reference: # D/Tenders/2018/01

Columns 1-2 should be completed by the Contracting Authority Columns 3-5 should be completed by the tenderer Column 5 is reserved for the evaluation committee

The tenderers are requested to complete the template on the next pages:

- Column 2 is completed by the Contracting Authority shows the required specifications (not to be modified by the tenderer),
- Column 3 is to be filled in by the tenderer and must detail what is offered (for example the words “compliant” or “yes” are not sufficient)
- Column 4 allows the tenderer to make comments on its proposed supply and to make eventual references to the documentation. The eventual documentation supplied should clearly indicate (highlight, mark) the models offered and the options included, if any, so that the evaluators can see the exact configuration. Offers that do not permit to identify precisely the models and the specifications may be rejected by the evaluation committee.

The offer must be clear enough to allow the evaluators to make an easy comparison between the requested specifications and the offered specifications.

- Annex i +ii+iii technical specifications + technical offer+ Financial Offer

<p>A. Company Owners / Partners Full Names</p> <p>1.</p> <p>2.</p>	<p>B. Companies Legal Authorized Representative for this tender:</p> <p>Complete Name:</p> <p>Position in the Company:</p> <p>Signature:</p>
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<p>C. Additional information about Contractor</p> <p>1. Company Type as per registration</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <tr> <td style="width: 12.5%; padding: 5px;">Public Limited Co</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%; padding: 5px;">Private Limited Co</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%; padding: 5px;">AOP</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%; padding: 5px;">Others</td> <td style="width: 12.5%;"></td> </tr> </table> <p>2. National Tax No.</p> <p>3. Companies Sales Tax Registration No.</p> <p>4. Are your Filer or Non-Filer</p>								Public Limited Co		Private Limited Co		AOP		Others	
Public Limited Co		Private Limited Co		AOP		Others									

5. Full Names of 3 Key Representatives of Company

Name	Position	Address	Contact No.

6. Bank Accounts Information

Bank Name	Account Type	Branch Code	Account No.	Branch Address

7. Three References

Name of Referee	Designation	Name of Company / Organization	Email ID	Contact #



Undertaking

I undersigned, certify that I am the designated legal representative of this Company that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information.

I declare and certify that the information above is true and accurate to the best of my knowledge.

I understand and accept any false or inaccurate information may result in the cancellation of bid, even if discovered later.

Name:

Position:

Signature & Stamp

Date:



Annex iv

Declaration

In the response to your bids invitation letter for the Tender# <Contract Reference>

I/we (), the undersigned, hereby declare that:

- This bid is valid for a period of 60 days from the final date for the submission of bids.
- I/We note that SZABIST ZABTECH ITVE is not bound to precede with this invitation to bid and that it reserves the right to award contract as a whole or partially.
- I/We agree to adhere to all of the terms and conditions of the SZABIST ZABTech iTVE as provided in the invitation to Bid (ITB).
- I/We will assure the quality of services will be according to specification provided by SZABIST ZABTech iTVE.
- I/We confirm that I/We are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, SZABIST ZABTech iTVE reserves the right to terminate the contract with immediate effect.
- I/We are not bankrupt or being wound up, are having our affairs administered by the courts, have not the subject of proceedings concerning those matters, or are in any analogous arising from a procedure provided for in national legislation or regulations.
- I/We have not been convicted of an offence concerning professional conduct by any judgment.
- I/We have not been guilty of grave professional misconduct proven by any means which the Contracting authority can justify.
- Are not guilty of serious misinterpretation in supplying information.
- Are not in situations of conflict of interest (with prior relationship to project or family or Business relationship to parties in SZABIST ZABTech iTVE).
- Have no relation, direct or indirect, with any terrorist or banned organizations.
- Are not blacklisted by any Local/International organization, Government/semi Government Department, NGO or any other company/organization



- Have not been reported for/under litigation for child abuse.
- I/We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with legal provision of the country in which I/We are established or with those of the country where the contract is to be performed.
- I/We have not been the subject of the judgment for any fraud, corruption, involvement in Criminal/ terrorist organization or any other illegal activity detrimental to Pakistani Law

Name:

Business Title:

Signature:

Business Stamp: