

**REQUEST FOR QUOTATIONS**

**(RFQs)**

**PROCUREMENT OF PRINTING MATERIAL FOR SIAPEP**

**PK-SIAPEP-CP-PRINTING-RFQ-2019/17**

**UNDER**

**SINDH IRRIGATED AGRICULTURE PRODUCTIVITY ENHANCEMENT PROJECT  
(SIAPEP) WITH FINANCIAL ASSISTANCE OF THE WORLD BANK UNDER IDA  
CREDIT No.**

**CR.5604 PAK**

**December 2019**

A handwritten signature in black ink, consisting of a stylized 'S' followed by a horizontal line extending to the right.



## REQUEST FOR QUOTATION

### PROCUREMENT OF DIFFERENT PRINTING MATERIAL FOR SIAPEP

#### SECTION I: GENERAL INFORMATION AND BID DEADLINE

The Government of Sindh is implementing Sindh Irrigated Agriculture Productivity Enhancement Project (SIAPEP) with financial assistance of the World Bank under IDA Credit No. Cr.5604 Pak aims to improve water and agriculture productivity for small and medium size farmers in Sindh.

Project Implementation Unit, SIAPEP invites quotations for the Procurement of different printing material for the Project like, Magazines, Newsletters, Brochures, office files, folders, Wall posters, Application forms, Banners, Panaflex etc from Income Tax/GST registered publishers, printers, distributors, suppliers etc.

**BID DEADLINE:** The deadline for receipt of quotation is:

**On or before 3.00 pm, date, 06.01.2020**

#### SECTION II: REQUIREMENTS OF PRINTING MATERIAL FOR SIAPEP ARE AS UNDER:

Sr no.	Description of Goods Samples are Attached	Required Quantity (Copies)	Tentative delivery Period	Unit Price Per Copy (inclusive of Income Tax) PKR	Total Price (inclusive of Income Tax) PKR
1	<u>Office File / Folder</u> Size: Standard Printing: 04 Colour	2,000	Ordered quantity to be completed by March 15, 2020 (Partial delivery is allowed till the mentioned delivery time)		
2	<u>Brochures Regarding Watercourses</u> Size: A-4 Paper: 128 grams Art paper (Glossy) Printing: Four Colours Language: Sindhi	15,000	Ordered quantity to be completed by March 15, 2020 (Partial delivery is allowed till the mentioned delivery time)		
3	<u>Brochures Regarding HEIS</u> Size: A-4 Paper: 128 grams Art paper (Glossy) Printing: Four Colours Language: Sindhi	15,000	Ordered quantity to be completed by April 15, 2020 (Partial delivery is allowed till the mentioned delivery time)		



4	<b><u>Brochures Regarding Kitchen Gardening</u></b>  <b>Size:</b> A-4 <b>Paper:</b> 128 grams Art paper (Glossy) <b>Printing:</b> Four Colours <b>Language:</b> Sindhi  <b>• Photocopy of sample is attached; the original printing will be same as other glossy samples are attached.</b>	15,000	Ordered quantity to be completed by February 01, 2020 (Partial delivery is allowed till the mentioned delivery time)		
5	<b><u>Brochures Regarding Deep Ripper</u></b>  <b>Size:</b> A-4 <b>Paper:</b> 128 grams Art paper (Glossy) <b>Printing:</b> Four Colours <b>Language:</b> Sindhi	15,000	Ordered quantity to be completed by 15.02.2020 (Partial delivery is allowed till the mentioned delivery time)		
6	<b><u>Hand Bills (Success Stories)</u></b>  <b>Size:</b> A-4 <b>Paper:</b> 128 grams Art paper (Glossy) <b>Printing:</b> Four Colours <b>Language:</b> Sindhi	15,000	7,500 quantity to be completed by 01.03.2020  7,500 quantity to be completed by 15.05.2020 (Partial delivery is allowed till the mentioned delivery time)		
7	<b><u>Wall Posters</u></b>  <b>Size:</b> 18 x 23 <b>Paper:</b> Flying 68 grams <b>Printing:</b> Four Colours <b>Language:</b> Sindhi  <b>• Sample is not attached - Bidders are advised to quote as per the given specifications</b>	100,000	50,000 quantity to be completed by 01.03.2020  50,000 quantity to be completed by 01.04.2020		
8	<b><u>Application Form Regarding Kitchen Gardening (1-page Form)</u></b> <b>Size:</b> A-4	5,000	Ordered quantity to be completed by 15.02.2020 (Partial delivery is allowed till the mentioned delivery time)		



	<b>Paper:</b> Indonesia or equivalent <b>Printing:</b> Four Colours <b>Language:</b> Sindhi				
9	<b><u>Undertaking Form Regarding Kitchen Gardening Kit (1-page Form)</u></b>  <b>Size:</b> A-4 <b>Paper:</b> Indonesia or equivalent <b>Printing:</b> Four Colours <b>Language:</b> Sindhi	5,000	Ordered quantity to be completed by 15.02.2020 (Partial delivery is allowed till the mentioned delivery time)		
10	<b><u>Banners / Panaflex for fields, Districts and Regional Offices</u></b>  <b>Size:</b> 1) 60SQF (12x5ft) 40Pcs 50SQF (10x5ft) 40Pcs (in Sindhi) 2) 60SQF (12x5ft) 25Pcs 50SQF (10x5ft) 25Pcs (in English)  <b>Sheet:</b> 240 gsm White PVC Laminated Pana Flex Banner Fabric Sheet  • Sample is not attached – Bidders are advised to quote as per the given specifications	80 Pcs in Sindhi Printing  50 Pcs in English Printing	Ordered quantity to be completed by 15.02.2020  Further delivery instruction will be given by Communication Specialist PIU-SIAPEP		
11	<b><u>Banners / Panaflex for Project Activities and Events</u></b>  <b>Size:</b> 10ft x 5ft  • Sample is not attached – Bidders are advised to quote as per the given specifications	50 pcs	Ordered quantity to be completed by 15.02.2020  Further delivery instruction will be given by Communication Specialist PIU-SIAPEP		
12	<b><u>Banners / Panaflex for Project Activities and Events</u></b>  <b>Size:</b> 08 ft x 4 ft	50 pcs	Ordered quantity to be completed by 15.02.2020		



	<ul style="list-style-type: none"> <li>Sample is not attached – Bidders are advised to quote as per the given specifications</li> </ul>		Further delivery instruction will be given by Communication Specialist PIU-SIAPEP		
13	<b>Magazine “Khait Sudhar”</b>  <b>Size</b> A-4 <b>Pages:</b> 32 to 34 per Magazine <b>Paper:</b> 128 grams Art paper (Glossy) <b>Title page:</b> Art Card with 260 grams <b>Printing:</b> Four Colour	4 Magazines for 4 Quarters.  3000 Magazine per Quarter.  12000 copies for 4 Quarters ( Jan:2020 - Mar: 2020, Apr:2020 - Jun:2020, July:2020 Sep:2020, Oct:2020- Dec:2020)	3000 Magazine per quarter to be completed by April 15, 2020  3000 Magazine per quarter to be completed by July 15, 2020  3000 Magazine per quarter to be completed by October 15, 2020  3000 Magazine per quarter to be completed by January 15, 2021		
<b>Total Bid Price in PKR (Inclusive of Income Tax)</b>					
<b>Applicable GST</b>					
<b>Total Bid Price in PKR (Inclusive of all Taxes)</b>					

**Location to be delivered:**

Project Directorate, PIU – SIAPEP, Sindh Seed Corporation Building, Ground Floor, Main Hussainabad Road, Hussainabad Hyderabad Sindh.

**Important Notes:**

- Samples of all publishing items are attached.
- PIU-Procurement Section will issue the delivery instructions according to the requirements



- The items are to be supplied in Project Directorate, PIU – SIAPEP, Sindh Seed Corporation Building, Ground Floor, Main Hussainabad Road, Hussainabad Hyderabad Sindh.
- Quote must be in Pak Rupees (PKR). All applicable taxes, Income tax, GST duties etc. must be mentioned separately and then the total Price inclusive of all taxes/duties must be mentioned.
- Bidders must pay due attention to following points. In case of non-compliance, the offer can be considered as non-responsive.
- Offer must be valid for Forty-five (45) days from the date of the Quotation deadline.
- Firm must accept the payment condition i.e. Payment will be made to the successful firm in PKR within forty-five (45) days of receipt and acceptance of commodities and invoice by the purchaser.
- Stamp duty @rate of 0.35% of the contract price is to be paid by the successful Firm. (This rate at this stage will be tentative and will be adjusted as per the actual contract price and as per the prevailing laws at the time of award.
- Conditional offer/bid is not acceptable.
- Bidders should provide their GST/Income Tax certificates.
- Communication Specialist will provide day-to-day guidance / technical assistance. Delivery of the Quarterly magazines will be required as per the aforementioned time Schedule.
- Tentative delivery schedule is mentioned against each item.

#### **Financing:**

- a) The purchase will be financed out of World Bank under IDA Credit No. Cr.5604 Pak. Hence Bank requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Attachment – 1.
- b) The Contractor shall permit and shall cause its Sub-consultants to permit, the Bank and/or persons appointed by the Bank to inspect the Site and/or all accounts and records relating to the performance of the Contract and the submission of the Proposal to provide the Services, and to have such accounts and records audited by auditors appointed by the Bank if requested by the Bank. Hence the acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under this Clause constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility under the Bank's prevailing sanctions procedures.

#### **SECTION III: VENDOR OFFER EVALUATION**

- The vendor offer will be evaluated on the basis of lowest cost with conformity of specifications

#### **SECTION IV: INSTRUCTIONS**

##### **MARKING OF BIDS:**

- The bidder shall put the original bid in an inner envelope, duly marking the envelope as "Original". The inner envelope shall then be enclosed in an outer envelope the inner and outer envelopes shall be:
  - Addressed to the purchaser at the following address:

Project Director (attention Procurement Specialist) Project Implementation Unit (PIU), SIAPEP Sindh Seed Corporation Building, Ground Floor, Main Hussainabad Road, Hussainabad Hyderabad Sindh, and the words "**DO NOT OPEN BEFORE (Closing time) ON (Closing date)**" shall be written on them.



- In addition to above, the inner envelope shall indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "Late."

**LATE BID:**

- Bidder will himself be responsible for ensuring that his bid is submitted in accordance with the instructions stated herein. Any bid not submitted by the deadline prescribed for submission of Bids will not be considered even if it becomes late as a result of circumstances beyond the Bidder's control. Any bid received by the purchaser after the date and time of bid opening will be returned un-opened to such bidder.
- Brand names, if any, mentioned in the specifications are only for the reference purposes. The bidder may quote any other brand equivalent to or better than the above-mentioned specifications.
- The bidder must clearly indicate any and all deviations from the above listed specifications and / or products.

**SECTION V: TERMS AND CONDITIONS**

- All prevailing taxes/duties as per the laws of Government of Pakistan/Sindh would be applicable.
- Payment will be made to the successful bidder in PKR within 45 days of receipt and acceptance of commodities and invoice by the purchaser.
- With their offer, bidders warrant that the commodities offered:
  - Will be available for actual performance of the contract, if awarded;
  - Are free of defect in material and workmanship and comply with all specification listed above;
  - Are new; unused; non-remanufactured and non-refurbished;
  - Offers must be valid for a period of forty-five (45) days from the bid deadline.
  - The tentative delivery of the Printing Material is mentioned against each required item.
  - The quotation with complete details may be addressed to the Project Director SIAPEP and submitted to the address below on or before **On or before 3.00 pm, date, 06.01.2020**

The received quotations will be evaluated as 'Shopping' method of procurement in accordance the World Bank's Procurement Guidelines: Procurement of Goods, Works, and Non-Consulting Services (January 2011, revised July 2014). The acceptable terms and conditions of the lowest, responsive quotation shall be incorporated in the Purchase Order.



**PROJECT DIRECTOR**

Project Implementation Unit (PIU), SIAPEP  
Sindh Seed Corporation Building, Ground Floor,  
Main Hussainabad Road, Hussainabad  
Hyderabad Sindh,

Phone# 00 92 022-9260252

<http://www.siapep.org>

email:[pd.siapep@gmail.com](mailto:pd.siapep@gmail.com)