

Invitation to Bid (ITB)
ITB No. 001
Assistive Devices

Release Date: 18th June, 2020
For: Enabling Differently Abled (EDA)
Contractor: Biyar Local Support Organization (BLSO)
Funded by: United States Agency for International Development (USAID) under the Ambassador's Fund Grant Program (AFGP)

1.0. Introduction

Biyar Local Support Organization (BLSO), is a local support organization, established in 2005. BLSO is committed to work for socio economic empowerment of marginalized and underprivileged communities through social mobilization, self-sustaining initiatives, capacity building and rights based advocacy.

2.0. Instructions to Offerors

- I. **Offer Deadline:** Sealed Offers must be received no later than **1700 hrs. PST on Friday 26th June 2020** by post or by hand. All offers must be sent to the **Admin Department at Biyar Local Support Organization (BLSO), Address BLSO Office Booni, Tehsil Mastuj, Chitral. Please mark ITB No.001 on the sealed envelope.**

Please Note, it is mandatory to fill section 4.0, 5.0, 6.0 and submit with your Quotation.

Specifications

See section 3.0 for technical specifications

- II. **Quotations:** Prices must be quoted in PKR, all-inclusive basis (including: insurance, inspections, transportations, and all taxes, etc.) Offers must remain valid for not less than 21 days after the offer deadline. Quotation should be submitted in a sealed envelope.
- III. **Negotiations:** Best-offer quotations are requested. It is anticipated that awards will be made solely on the basis of these original quotations; however, BLSO reserves the right to conduct negotiations and/or request clarifications prior to awarding a contract.
- IV. **Evaluation and Award:** Only those offers will be considered who meet or exceeds the requested specification. In judging the offers, the following criteria will be used with weights applied item wise accordingly.
 - **Cost item wise (100%)** — Based on the total cost presented item wise in the proposal against the required Specifications.

- V. **Delivery:** The delivery estimate presented in an offer in response to this ITB must be upheld in the performance of any resulting contract.
- VI. **Invoicing:** Upon the acceptance of the contract deliverables described in Section 3.0, the Subcontractor shall submit an original GST invoice to the BLSO office, Chitral for payment. The invoice shall be sent to the following address: **Biyar Local Support Organization (BLSO), Address BLSO Office Booni, Tehsil Mastuj, Chitral.**
- VII. **Warranty:** Warranty service and repair within the cooperating country is required for all commodities under this ITB. It is very important that these commodities be serviced with a well-established and capable local service provider. The service provider/local agent must be an official provider, authorized dealer, or certified service provider or reseller of the brand offered.

To constitute a proper invoice, the invoice must include the following information and/or attached documentation. This information will assist in making timely payments to the Company:

- Company legal name, NTN number, **GST** number, invoice date, and invoice number.
- Deliverable(s) number, description of approved deliverable(s), and corresponding fixed price(s).

The BLSO office will pay the company invoice within fifteen (15) business days after both

- BLSO approval of the company deliverables.
- BLSO receipt of the company invoice.

Payment will be made in Pakistani Rupees (PKR), paid to the account specified in the invoice, withholding Tax and GST will be deducted from the total amount as per Govt. Rule.

- VIII. **Sample:** Visit will be done to short listed vendors by BLSO procurement committee to review and approve the samples.
- IX. **Source/Nationality:** All goods and services supplied under this order must meet USAID Geographic Code 937 in accordance with the US Code of Federal Regulations (CFR), 22 CFR §228. OFAC sanctions, may apply to particular procurements of specific source or nationality. Please visit <http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>
- X. **“Office of Inspector General (OIG) Hotline”:** The USAID Office of the Inspector General's (OIG) mission is to protect the integrity of USAID programs and awards. Additionally, the Office of Inspector General provides independent oversight that promotes the efficiency, effectiveness, and integrity of foreign assistance programs and operations under USAID OIG's jurisdiction. The purpose of the OIG Hotline is to receive complaints of fraud, waste, or abuse in our client agencies' programs and

operations, including mismanagement or violations of law, rules, or regulations by employees or program participants. Fraud, waste and abuse are defined as:

- (a) Fraud is defined as the wrongful or criminal deception intended to result in financial or personal gain. Fraud includes false representation of fact, making false statements, or by concealment of information.
- (b) Waste is defined as the thoughtless or careless expenditure, mismanagement, or abuse of resources to the detriment (or potential detriment) of the U.S. government. Waste also includes Incurring unnecessary costs resulting from inefficient or ineffective practices, systems, or controls.
- (c) Abuse is defined as excessive or improper use of a thing, or to use something in a manner contrary to the natural or legal rules for its use. Abuse can occur in financial or non-financial settings.

Complainants can reach the USAID OIG Hotline in the following different methods to report fraud, waste and abuse including:

- By completing an online form on our website <https://oig.usaid.gov/report-fraud>
- By email: ig.hotline@usaid.gov
- By telephone: 1-800-230-6539 (Toll-Free) or 202-712-1023
- By mail:

U.S. Agency for International Development
Office of Inspector General P.O. Box 657
Washington, DC 20044-0657

XI. Queries: For any queries you may contact on rasheedblso99@gmail.com

3.0 Technical Specifications

Section 3.0 contains the technical specifications and requirements of the commodities.

Sr. No.	Item	Specification	Quantity
1.	Wheel Chairs	<ul style="list-style-type: none">• Brand Name: Kai Yang or equivalent• Foldable Wheel Chair• Chromed steel frame• Foldable• Self-Propelled• Fixed armrest• Fixed foot rest• Solid mag rear wheel• Push to lock brakes• Long lasting mag wheels• Warranty: 1 year	20
2.	Besaki/Crutches	<ul style="list-style-type: none">• Adjustable underarm walking sticks/crutches• Lighter than wooden• Easy wing nut adjustments for hand grips• Non skid	25
3.	Hearing Devices	<ul style="list-style-type: none">• Brand: Axon or equivalent• Sound level Gain: 5Db to 45Db• With carrying case & 2 button cell• Battery Type: AG3 Button Cell• Allows user to control volume• Filters out unwanted noise caused by airflow or wind.• Easy to use.	75
4.	Vision Eye Glasses	<ul style="list-style-type: none">• Product: VK 2715 eyeglasses round black/red Porsche or equivalent• Lens as per Doctor's Advice (Annex A)	100

ANNEX A:

S#	Item	Total Unit(Number/QTY Required)	Visually Number
1	Vision Eye Glass	01	+3.00 NV +3:00 NV
2	Vision Eye Glass	01	+2.75 NV +2.75 NV
3	Vision Eye Glass	06	+2.25 NV +2.25 NV
4	Vision Eye Glass	05	+2.50 NV +2.50 NV
5	Vision Eye Glass	03	+1.40 NV +1.40 NV
6	Vision Eye Glass	08	+1.75 NV +1.75 NV
7	Vision Eye Glass	01	+1.00 NV +1.00 NV
8	Vision Eye Glass	03	+1.25 NV +1.25 NV
9	Vision Eye Glass	10	+2.00 NV +2.00 NV
10	Vision Eye Glass	45	+1.50 NV +1.50 NV
11	Vision Eye Glass	17	Sun glasses
Total		100	

4.0 Offer Summary

Business name: _____

Address: _____

GST No.: _____

NTN number: _____

Owner's name: _____

CNIC number: _____

Telephone #: _____

Does the business have an active bank account? *(Circle one)* YES NO

5.0. Letter of Submission

The following letter must be completed and submitted with your sealed quotation.

To: Biyar Local Support Organization (BLSO), Address BLSO Office Booni, Tehsil Mastuj, Chitral

Attention: Admin Department

Reference: ITB - 001

To Whom It May Concern:

I hereby present the enclosed proposal in response to the above-referenced ITB.

I hereby acknowledge and agree to all of the terms and conditions, special provisions, and instructions included in the above referenced ITB. I further certify that the business named below—as well as the business' principal officers and all commodities/services offered in response to this ITB —are eligible to participate in this procurement under the terms and conditions of this solicitation.

I certify the following: “The business named below, to the best of my current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.”

The prices quoted in this offer are valid for 21 days.

I hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete, to the best of my knowledge.

Business name

Name and title of authorized representative

CNIC Number

Signature

Date

6.0. Bid/Quotation

Sr. No.	Item	Specification	Brand	Unit Price without GST	Units	Amount without GST	Warranty
1.	Wheel Chairs					PKR	
2.	Besaki/Crutches					PKR	
3.	Hearing Devices					PKR	
4.	Vision Eye Glasses					PKR	
Total Price without GST						PKR	
GST						PKR	
Total Price with GST						PKR	
Delivery Time							

Signatures: _____

Stamp: _____

Date: _____