



Sindh Community Mobilization Program

REQUEST FOR PROPOSALS

Description: **Posters and Panaflex**

Original Date Issued: April 15, 2018

Closing Date: April 25, 2018

Subject: Request for Proposals: CMP/18/KHI/004

Community Mobilization Program (CMP) is seeking Proposals from eligible suppliers for printing of (Posters and Panaflex) for CMP Programs in Sindh Province, Karachi Pakistan.

I. Instructions to Bidders:

Proposals must be submitted only in **SEALED ENVELOPE**. The subject line must include the words "Proposals for Posters and Panaflex". The Proposals must be on company's letter head with the following documents required.

- Proposals on Company's letter head.
- A Copy of NTN Certificate.

Any questions regarding this RFP should be directed via email to IRD representative cmpprocurement@irdglobal.org

II. Scope of Work:

Serial #	Items Description	Unit	QTY	Unit Price	Total Price
1	Printing of Posters for Schools Size: 23" x 36 " inch Paper: 260gm Art Card with Glossy Lamination Printing: 4 x Color on side Hanging Option : Hanging Rope on Top & 4 Small Eye-Lets Each set contain : 1 9 designs = 1 Set 1. Posters in Urdu (30 Sets x 19 Design = 570 Posters) 2. Posters in Sindhi (400 Sets x 19 Design = 7600 Posters) Total Numbers of Posters (570 + 7600)	No.	8170		
2	Printing of Panaflex for Training & Roll Out Sessions Size: 23" x 36 " inch Media: Best Quality Panaflex star matt Hanging Option: Hanging Rope on Top & 4 Small Eye-Lets Each set contain : 19 design = 1 Set 1. Panaflex in Urdu (10 Sets x 19 Design = 190 Panaflex) 2. Panaflex in Sindhi (45 Sets x 19 Design = 855 Panaflex) Total Numbers of Panaflex (190 + 855)	No.	1045		

- Price should be inclusive of Taxes
- Deliveries are required at CMP, 4th Floor Bahria Complex – 3, M.T Khan Road, Karachi.



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III. Payment Conditions

- Payment to supplier/services provider would be made in Pak Rupees through Crossed Cheque on company name.
- 100 % Payment will be made through cross cheque after complete delivery, along with submission of invoice (Negotiable).
- Please note that those invoices which are of Rs 50,000 or above and contains GST/SST will be required to the aforesaid procedures. You will be required to send the pro forma invoices to IRD office along with tax exemption (if any). These documents will be sent by IRD to COR-USAID for further exemption from Govt. of Pakistan. The principal amount of invoice excluding GST/SST may be paid immediately (after ensuring complete documentation as per policies) and GST/SST payment may be released later on upon the confirmation from USAID after 90 days. In case if the exemption is received from USAID, IRD will inform you with necessary documentation. Otherwise, if no response is received by IRD within 90 days from USAID, IRD will inform you & make the payment of GST/SST.

IV. Proposals Submittal Requirements:

- Proposals should be strictly submitted in **SEALED ENVELOPE** by April 25, 2018 at the following address:
**Procurement Specialist
International Relief & Development (IRD)
4th Floor, Bahria Complex - 3, M. T. Khan Road, Karachi.**
- Proposal should be valid at least for six months
- All documentation is to be provided in English language.
- Envelops should be marked as “**Proposal for Posters and Panaflex**”.
- All applicable taxes will be deducted as per law.

V. Evaluation Criteria:

The proposals will be evaluated through a competitive selection process. Following criteria will be followed.

Selection / Evaluation Criteria	Weighted
Price:	20%
Delivery Time: (Specified in number of days)	40%
Quality:	40%

(Please submit small sheet of panaflex and 260gm Art Card with Glossy Lamination with Proposals for quality marking)

Awards shall be made to the bidder or offeror or whose bid or offer is responsive to the solicitation and is most advantageous to the project, Price, Delivery and Quality.

VI. Award Notification and Responses

Award notification will be sent to vendor within 3 weeks from the date of the receipt of the proposal deadline. The successful vendor must confirm the award within 2 working days. The award will be withdrawn due to non-responsive vendor and offered to the 2nd best qualified vendor.

The Price proposal/s will be reviewed for the best three vendors who will achieve the highest score in term of



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technical, qualification & experience requirement/s only.

The winning vendor's profile will be sent to USAID for vetting and form to be sent to vendor for obtaining basic details about vendor and its employees as per the USAID rules and regulation.

DUNS verification will be done only for the winning vendor.

VII. Special instruction

- The cost related to preparation of Proposal and all related documents will be solely borne by Proposal.
- We reserves the right to accept or reject any Proposal, and to cancel the RFQ process and reject all Proposals, at any time prior to award, without thereby incurring any liability to vendor or any obligation to inform vendor of the grounds for CMP action.
- Our Organization complies with U. S. Executive Order #13224 on Terrorist financing which effectively prohibits transactions with persons who commit, threaten to commit or support terrorism. Any person or entity that participates in this RFQ process, either as a prime or sub to the prime, must certify as part of the Proposal that he or it is not on the U. S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate. Any Proposal received by a person or entity that is found to be on the List or otherwise ineligible will be disqualified.
- By signing this declaration SERVICE PROVIDER confirms that, to the best of their knowledge they are in compliance with:
 - Prohibition of Assistance to Drug Traffickers per <https://www.usaid.gov/ads/policy/200/206>
 - Executive Order on Terrorism Financing per <https://www.state.gov/j/ct/rls/other/des/122570.htm>
 - Prohibition on the use of federal funds to promote, support or advocate for the legalization or practice of prostitution per <https://www.usaid.gov/ads/policy/300/303maa>
 - <http://transition.usaid.gov/policy/ads/300/310maa.pdf> Geographic Code – The authorized geographic code procurement of goods and services is 937 per
 - **System for the award management (SAM)** check should be done before the awarding the LOI, PO or contracts.

H.32 AIDAR 752.7101 VOLUNTARY POPULATION PLANNING ACTIVITIES (JUN 2008)

i. Requirements for Voluntary Sterilization Program. None of the funds made available under this contract shall be used to pay for the performance of involuntary sterilization as a method of family planning or to coerce or provide any financial incentive to any individual to practice sterilization.



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ii. Prohibition on Abortion-Related Activities.

1. No funds made available under this contract will be used to finance, support, or be attributed to the following activities: (i) procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning; (ii) special fees or incentives to any person to coerce or motivate them to have abortions; (iii) payments to persons to perform abortions or to solicit persons to undergo abortions; (iv) information, education, training, or communication programs that seek to promote abortion as a method of family planning; and (v) lobbying for or against abortion. The term “motivate”, as it relates to family planning assistance, shall not be construed to prohibit the provision, consistent with local law, of information or counselling about all pregnancy options.

2. No funds made available under this contract will be used to pay for any biomedical research which relates, in whole or in part, to methods of, or the performance of, abortions or involuntary sterilizations as a means of family planning. Epidemiologic or descriptive research to assess the incidence, extent or consequences of abortions is not precluded.

iii. The contractor shall insert this provision in all subcontracts.