

# BIDDING DOCUMENTS

## PURCHASE OF 01 (ONE) AMBULANCE FOR OPF HEAD OFFICE ISLAMABAD



**Overseas Pakistanis Foundation  
Ministry of Overseas Pakistanis & HRD**

**23<sup>RD</sup> October, 2024**



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## INVITATION FOR BIDS

Dated: 23<sup>rd</sup> Oct, 2024

1. Overseas Pakistanis Foundation (OPF) is working for the welfare of Overseas Pakistanis working abroad and their families living in Pakistan, under the administrative control of Ministry of Overseas Pakistanis & HRD Government of Pakistan.
2. OPF invites sealed quotations from well reputed Income Tax/GST (Registered) firms and authorized dealers for provision of the following:-

Sr. No.	Particulars
01	One Ambulance for OPF Head Office Islamabad

3. Bidding shall be conducted through Open Competitive Bidding (**Single Stage-One Envelope**), and is open to all eligible bidders as defined in the bidding documents.
4. Bidders are directed to submit their bids in accordance with the instructions given in the bidding documents and must comply with the Terms & Conditions.
5. Sealed Bids must be delivered to the office of the Addl. Director (Administration), Overseas Pakistanis Foundation Head Office, Sector G-5/2, Islamabad **till 1100 hours latest by 12<sup>TH</sup> Nov, 2024** and must be accompanied by a **Bid Security amounting to Rs. 750,000/-** in form of CDR, Pay Order, Demand Draft, in favour of Overseas Pakistanis Foundation, Islamabad.
6. Bids will be opened in the presence of bidders' representatives who choose to attend at **1200 hours** on the same date.
7. The bidders are required to give their best and final prices as no negotiations are allowed.
8. Taxes will be deducted as per applicable government rules. NTN, Sales Tax registration certificates must be provided.
9. For obtaining any further information or clarifications, please contact in the office of the undersigned.

### **Additional Director (Administration)**

Overseas Pakistanis Foundation, Head Office,  
Shahrah-e-Jamhuriat, Sector G-5/2, Islamabad  
051-9048217-18, 9048411-12



## **INSTRUCTIONS TO BIDDERS (ITB)**

### **Eligibility of Bidders & Cost of Bidding**

#### **1. Eligible Bidders**

- 1.1 This Invitation for Bids is open for well reputed Income Tax / GST registered firms and IT services providers.
- 1.2 Bidders shall not be under a declaration of blacklisting by any Government / Semi-government department or Public Procurement Regulatory Authority (PPRA).

#### **2. Cost of Bidding**

- 2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid. Overseas Pakistanis Foundation will not be liable for those costs, regardless of the conduct or outcome of the bidding process.

### **Bidding Documents**

#### **3. Content of Bidding Documents**

- 3.1 The services required, bidding procedures, and terms & conditions are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include: -
- a. Instructions to Bidders (ITB).
  - b. Schedule of Requirements.
  - c. Bid Submission Form.
  - d. Prices Schedule.
  - e. Conditions of Contract.
- 3.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

#### **4. Clarification of Bidding Documents**

- 4.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Director (Admin), OPF Head Office, Islamabad in writing or by email. OPF will respond in writing to any request for clarification of the bidding documents which it receives no later than three (3) days prior to the deadline for the submission of bids.



## 5. Amendment in Bidding Documents

- 5.1 At any time prior to the deadline for submission of bids, OPF may modify the bidding documents by amendment.
- 5.2 All prospective bidders that have received the bidding documents will be notified of the amendment in writing or by email, and will be bidding on them.
- 5.3 In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, OPF, at its discretion, may extend the deadline for the submission of bids.

## Preparation and Submission of Bids

### 6. Language of Bid

- 6.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and OPF shall be written in English or Urdu. Supporting documents and printed literature furnished by the Bidder may be in the same language.

### 7. Preparation & Submission of Bids

- 7.1 Bidders shall submit a bid comprising a single sealed package containing, separately, 'Financial Proposal' and 'Technical Proposal' (if any). Name of the firm and subject of procurement should clearly be mentioned on the envelope.

### 8. Documents to be provided

- 8.1 The bidders are required to attach the following documents with the bid": -
  - a. Income Tax and Sales Tax Registration Certificates of the firm.
  - b. Certificate of the authorization / dealership from respective vehicle manufacturer.
  - c. Declaration from the bidder on Stamp Paper that it has not been black listed by any government / semi-government department from participating in the bidding process.
  - d. Proof that the bidder has carried out at least three contracts of similar nature in government / semi-government departments. Satisfactory performance reports from the client organizations in this regard shall be required.
  - e. Accounts Statement for the period from 1<sup>st</sup> April, 2024 to 30<sup>th</sup> September, 2024 having minimum total turnover of Rs. 10 million.
  - f. Bid Submission Form as per format specified in these bidding documents, **printed on the letterhead** the firm, duly filled with authorized signatures and seal of the firm.



- g. Schedule of Prices as per format specified in these bidding documents, **printed on the letterhead** of the firm, duly filled with authorized signatures and seal of the firm.
- h. Bid Security amounting to Rs. 750,000/- in shape of Pay Order / Bank Draft in favour of Overseas Pakistanis Foundation (OPF), Islamabad

## 9. Bid Security

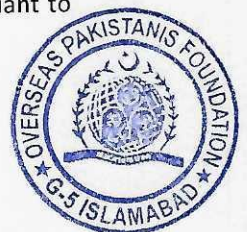
- 9.1 The Bid Security is required to protect OPF against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 9.5.
- 9.2 The bid security should be valid for at least thirty (30) days beyond the validity of bid.
- 9.3 Bid Security of unsuccessful bidders' will be discharged or returned as promptly as possible after the announcement of Bid Evaluation Report (Final).
- 9.4 The successful Bidder's bid security will be retained and discharged after the completion of the agreement period.
- 9.5 The bid security may be forfeited:
  - a. If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
  - b. In case of a successful Bidder, if the Bidder fails to sign the contract on the quoted rates during the period of bid validity.

## 10. Deadline for Submission of Bids

- 10.1 Bids must be received at the office of the Director (Administration), OPF Head Office, Islamabad till **1100 hours latest by 12<sup>th</sup> November, 2024.**
- 10.2 OPF may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 5.3.
- 10.3 Any bid received after the deadline for submission of bids pursuant to the above clause will be rejected and returned unopened to the Bidder.

## 11. Modification and Withdrawal of Bids

- 11.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by OPF prior to the deadline prescribed for submission of bids.
- 11.2 No bid may be modified after the deadline for submission of bids.
- 11.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security, pursuant to the ITB Clause 9.5.



## 12. Bid Currencies

- 12.1 Prices shall be quoted in **Pak Rupees**.

## 13. Documents Establishing Bidder's Eligibility and Qualification

- 13.1 Pursuant to ITB Clause 8, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications and financial capabilities to perform the contract if its bid is accepted.
- 13.2 The documentary evidence of the Bidder's eligibility to bid shall establish to the OPF satisfaction that the Bidder, at the time of submission of its bid, is eligible as defined under ITB Clause 1.
- 13.3 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the OPF's satisfaction the eligibility of bidder to undertake the project.

## 14. Period of Validity of Bids

- 14.1 Bids shall remain valid for the period specified in the Schedule of Requirements after the date of bid opening. A bid valid for a shorter period shall be rejected by OPF as non-responsive.
- 14.2 In exceptional circumstances, OPF may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by email). The bid security shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

## Opening and Evaluation of Bids

### 15. Opening of the Bids

- 15.1 Bids received within the prescribed deadline will be opened in the presence of bidders' representatives who choose to attend, at 1200 hours on the day of deadline for submission of bids.

### 16. Technical Evaluation of Bids

- 16.1 Initially, OPF will examine the Technical Bid to confirm whether all the documents have been provided in accordance with the ITB Clause 8, and to determine the completeness and substantive responsiveness of each document submitted.
- 16.2 OPF shall notify Bidders who have been rejected on the grounds of their Technical Bids being substantially non-responsive.
- 16.3 OPF will further evaluate the Financial Proposals of substantially responsive bids.



- 16.4 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 16.5 The bid found substantially responsive, meeting the requirements of OPF as well as lowest in cost shall be declared the most advantageous bid and selected for award of Work Order.

## 17. Bid Evaluation Criteria

- 17.1 Bidders meeting the eligibility criteria defined in ITB Clause 1, whose bid is found substantially responsive bid in accordance with ITB Clause 8 and compliant to the technical requirements of OPF, will be evaluated on least cost basis and the firm(s) quoting the lowest rates shall be awarded the contract.

## 18. Bid Evaluation Report

- 18.1 Bid evaluation report for will be announced at least 15 days prior to the award of Work Order to the successful bidder(s).

## 19. Redressal of Grievances

- 19.1 In accordance with PPRA rule 35, any bidder feeling aggrieved by any act of OPF in procurement process, may lodge a written complaint to committee constituted by OPF for this purpose, concerning his grievances not later than fifteen days after the announcement of the bid evaluation report.

## Award of Work Order / Contract

## 20. Award Criteria

- 20.1 OPF will award the contract to the successful Bidder as defined in ITB Clause 19. OPF will award the contract prior to the expiration of the period of bid validity.

## 21. Right to Vary Quantities at the Time of Award

- 21.1 OPF reserves the right to increase or decrease the quantity of items / services or duration of the contract originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

## 22. Right to Accept or Reject All Bids

- 22.1 OPF reserves the right to reject all bids, and to annul the bidding process at any time prior to contract award, without assigning any reason.





## 23. Corrupt or Fraudulent Practices

- 23.1 OPF requires that Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:
- a. "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - b. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of OPF.
  - c. "collusive practice" is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive OPF of the benefits of free and open competition;
- 23.2 OPF will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;



## SCHEDULE OF REQUIREMENTS

Overseas Pakistanis Foundation requires bids / offers from Authorized dealers for provision of 01 (One) Ambulance at OPF Head Office, Islamabad, as per following: -

Sr. No.	Item Name	Brand / Model	Specifications
01	<b>AMBULANCE</b>	Toyota Hilux or Equivalent	<ul style="list-style-type: none"> <li>• Cargo bed: the single cab version with a large cargo bed, which can be fitted with a coffin carrier.</li> <li>• Length: 5320 mm</li> <li>• Width: 1800 mm</li> <li>• Height: 1795 mm</li> <li>• Wheelbase: 3085 mm</li> <li>• Cargo bed length: 2315 mm</li> <li>• Cabin space: Large space as cargo bed area to accommodate seating and stature and seating for two to three persons. Including metal storage box of size 2'x2'.</li> <li>• Accessibility: higher floor height, potentially good for all type of terrains.</li> <li>• Engine performance: 2.8 L Diesel (1GD-FTV)</li> <li>• Power output: 174-201 hp</li> <li>• Torque: 420-500 Nm</li> <li>• Off-Road Capability: superior 4x4 capabilities for all terrains, including remote and rural areas.</li> <li>• Durability: built to handle heavy-duty tasks with a robust suspension system suited for off-road conditions.</li> <li>• Comfort: sufficient cabin space in the single cab version, potentially be more comfortable for long trips.</li> <li>• Modifications: should have moderate room for installing additional comfort features without extensive modifications to the cargo bed area.</li> <li>• Seating capacity: single cab designed for two-three passengers.</li> <li>• Fuel efficient.</li> <li>• Fuel consumption 8-12km/L.</li> <li>• Maintenance cost: easier access to parts.</li> <li>• Terrain handling: Excellent off-road capabilities for all terrains across Pakistan.</li> <li>• Versatility: highly versatile for use in remote, rural and off-road conditions, ensuring reliable operation everywhere.</li> <li>• Suspension: front – Double wishbone</li> <li>• Rear: Leaf spring rigid axle.</li> </ul>



## TECHNICAL SPECIFICATION

### FABRICATION OF SINGLE CABIN PICKUP INTO MORTUARY VAN (WITH NEW CANOPY)

#### Detailed Technical Specifications



#### **Molded Fiberglass Canopy with Baked Paint (New Design - 308)**

1. Specially designed for Toyota Hilux Revo S/Cabin pickup, molded from F/G with sandwich construction having insulation between I/S and O/S, two rear windows with sliding tempered glasses on each side and two fixed windows at front on each side, and 1 rear-opening door with large window, latest type rust proof "spring lid" mechanism imported "aluminum" handle lock with non-copyable serial keys set. Height of the canopy is 59 inches. Special rust free heavy duty "molded aluminum hinges" for rear door containing nut bolt at each corner and powder coated in black color. The canopy must be painted in imported dust free baking paint booth using 2 Component paint. Rubbers and flocking used in canopy shall be top quality OEM from reputable international company. Documentary evidence of imported paint booth and imported parts used (rubbers and locks) shall be attached.
2. Ceiling concealed fan
3. **Vinyl Flooring with MDF Sheet:**  
Special molded FG flooring base. The floor would be carpeted with, non-slip, non-staining, water proof and washable special coating which includes special resin, plastic flakes and final coating of transparent lamination / imported antibacterial vinyl sheet 2-3mm thick. The coating/vinyl would cover all sides and gaps of the cabinetry making it completely water tight.
2. **Coffin Platform:**  
Platform for dead body.
3. **Small Cabinet**



One small medical cabinet with drawers.

**4. Attendant Seat**

Specially designed compact bench seat for deceased's attendant. The seat shall be covered with soft cushioning with double thread stitching.

**5. Window Glasses**

Side windows of patient compartment will be half pasted with imported opaque paper of latest design. Specially designed compact bench seat for patient's attendant. The seat shall be covered

**6. Trash Bin**

01 x Small size Trash Bin would be provided.

**7. Air Conditioning**

Dual A/C Unit with Denso Compressor

**8. Reverse Assist**

Rear View Camera (HDR Quality)

**9. Ceiling Center Panel**

Customized latest design center panel with rounded edges, imported LED lights, Including Fan with imported SS folding dual IV solution holder hooks and SS handle along vehicle's length for gripping of attendants. It shall be molded and painted with 2K emergency pattern paint.

**10. Exterior Artwork Design**

Special high grade stickers on all sides containing emergency design. (Sticker / writing on both sides of body)

**11. Strobe Light**

Strobe Light in front of vehicle consist of Beacon Lamp, Revolving Light, siren & PA system.



**BID SUBMISSION FORM**

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

No: \_\_\_\_\_

To

**Additional Director (Administration),**  
OPF Head Office,  
Shahrah-e-Jamhuriat, G-5/2,  
**Islamabad.**

Having examined the bidding documents, we, the undersigned, offer our services for 'Provision of 01 Ambulance' at OPF Head Office Building, Islamabad in conformity with the said bidding documents for the sum of Rs. \_\_\_\_\_ (for three years) as ascertained in accordance with the Prices Schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to offer the services in accordance with the conditions of the contract agreement included in these Bidding Documents.

**We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.  
(Date) (Month) (Year)

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*Authorized Signatures*

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*Seal of the Firm*



**PRICES SCHEDULES**

Sr. No.	Description	Model/Make	Total Price (Incl. GST)
1.	AMBULANCE		
<b>Total</b>			

**Note:**

1. The Prices quoted above are inclusive of all taxes. No additional payment will be made on account of taxes and duties.
2. The bid will remain valid for a period of Ninety (90) days after opening of bids.
3. If the bid is accepted within the period of bid validity, we, the bidder, shall be bound to issue the Purchase Order on the quoted rates.

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**Authorized Signatures**


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**Seal of the Firm**


## CONDITIONS OF CONTRACT

The procurement contract between OPF and the successful bidder, hereinafter called the 'supplier', would come into force with issuance of Work Order for 'Provision of 01 Ambulance' by OPF as per details mentioned in the Schedule of Requirements.

### 1. Specifications / Standards

- 1.1 The license supplied / deployed under this Contract shall conform to the specifications and standards mentioned in the Bidding Documents as well as in the bid.

### 2. Taxes/Duties

- 2.1 Supplier shall be entirely responsible for all taxes, duties, license fees, Carriage & Handling expenses etc., incurred until deployment/installation of the contracted Goods to the respective premises. No extra payment on account of taxes/duties shall be paid except the quoted amount.

### 3. Prices

- 3.1 Prices charged by the supplier for Goods delivered and Services performed shall not vary from the prices quoted by the supplier in its bid.

### 4. Warranty

- 4.1 The supplier warrants that the equipment supplied / installed under this tender are genuine and registered.
- 4.2 The supplier shall be bound to replace the supplied item if it malfunctions or defect is found in the supplied license.

### 5. Delay in delivery

- 5.1 Completion of delivery of equipment shall be made by the supplier in accordance with the time schedule mentioned by the supplier in its bid. In case there is no time schedule mentioned in the bid, OPF will allow an appropriate time period which the supplier must have to follow.
- 5.2 Maximum allowed time for completion of delivery / installation shall be 6 weeks.
- 5.3 If at any time during performance of the Contract, the supplier encounters conditions impeding timely completion of the delivery, the supplier shall promptly notify OPF in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, OPF shall evaluate the situation and may at its discretion extend the supplier time for delivery.



**6. Liquidated damages**

6.1 In case of completion of delivery beyond the schedule mentioned in the Purchase order, OPF reserves the right to impose a penalty upto 10% of the total amount as per following details, unless prior waiver is obtained from OPF by the supplier explaining the circumstances beyond its control:

1 <sup>st</sup> Week	0.50%
2 <sup>nd</sup> Week	1.00%
4 <sup>th</sup> Week	2.00%
6 <sup>th</sup> Week	3.00%
8 <sup>th</sup> Week	4.00%
10 <sup>th</sup> Week	5.00%
12 <sup>th</sup> Week	6.00%
14 <sup>th</sup> Week	7.00%
16 <sup>th</sup> Week	8.00%
18 <sup>th</sup> Week	9.00%
20 <sup>th</sup> Week	10.00%

**7. Arbitration**

7.1 In case of a dispute in the contract which could not be resolved amicably, case will be put up to the Managing Director, OPF for arbitration / final decision.

