



F. 2(39)/2019-20-NDMA (Proc)
Government of Pakistan
Prime Minister's Office
National Disaster Management Authority
Islamabad



EMERGENCY TENDER NOTICE

EMERGENCY TENDER FOR PROCUREMENT OF HAND SANITIZER FOR COVID-19

National Disaster Management Authority (NDMA), Islamabad invites all potential bidders / firms / suppliers / manufacturers for emergency tendering of Hand Sanitizer as per following detail: -

Ser	Packing	Quantity
i.	5 Liters	500
ii.	1 Liter	1000
iii.	500 ml	2000
iv.	250 ml	2000

The firms must be registered with Income Tax and Sales Tax Departments. The interested firms should be technically as well as financially sound. The firms must have enough STOCKS and possess relevant experience to supply of the required quantity of items NDMA delivery schedule.

The tender documents including instructions/ terms and conditions may be collected from Procurement Section (Room No.238 - B, Prime Minister's Office Islamabad) during office hours on payment of Rs. 2,000/- in the shape of cash or may be downloaded from NDMA Websites. The same can also be downloaded from NDMA's website: www.ndma.gov.pk. The documents must reach the undersigned before 1200 hours on 30th June 2020 which will be opened the same day at 1230 hours in room no 220-E, PM Office NDMA Islamabad Single stage one envelope method will be applicable.

(Najeeb Ullah Khan)
Director (Procurement)
National Disaster Management Authority, Islamabad
Tel: 0519087838 / 9087843

PROCUREMENT OF HAND SANITIZER FOR COVID-19
TERM AND CONDITIONS

1. Tender No : Tender No. 22/ COVID-19
2. Title of tender: Purchase of **Hand Sanitizer**
3. Procuring Agency: National Disaster Management Authority
Prime Minister's Office Islamabad.
4. Last date for Submission: 30th June 2020 at 1200 hours
5. Opening Date & Time 30th June 2020 at 1230 hours
6. Opening Address: Room No. 220-E, National Disaster Management Authority
NDMA), Prime Minister's Office, Islamabad.
7. Period of Contract: As per mutual agreement/satisfactory delivery.
8. **Requirement of Tender**
 - a. GMP for relevant products.
 - b. ISO Certification.
 - c. Product capacity per day.
 - d. Supplies past experience of Government, Private and Market availability (PO should be attached).
 - e. Test reports of AFIP and PCSIR.
9. Rejection of Applications: Application on following grounds to be rejected:-
 - a. Incomplete and conditional applications will be rejected forthwith.
 - b. Applications received after due date and time of submission will not be accepted.
 - c. Rate other than PKR will not be accepted.

10. FOLLOWING MANDATORY QUALIFICATIONS/PREREQUISITES TO BE PROVIDED:-

Sr	Document Required	Attached
(1).	Registered with Income Tax / Sales Tax Department	Annex-A
(2).	An affidavit on Stamp Paper that the Firm/Company has never been blacklisted by any Government Ministry/Division/Department in the past.	Annex-B
(3).	Copy of Bank Statement FY 2018-19	Annex-C
(4).	Details of similar business in past	Annex-D
(5).	Copy of 5 x Work Orders in last one years	Annex-E
(6).	Satisfactory Client List	Annex-F
(7).	List of other Business if any	Annex-G
(8).	Quality certificate issued by any Lab / Certifying Agency if any	Annex-H
(9).	Readily Available Stocks	Annex-I
(10).	Delivery Capacity Per Week	Annex-J

11. **Specification:** PPE's Standard Specification for use of Health Professional/ICU Grade as per WHO/US FDA/EN and ASTM guidelines, specifications, testing requirements and material. Sanitizer's alcoholic content must be mentioned.
12. **Provision of Samples:** The vendor shall present a test report for the PPE supplied. The test report and testing should have been conducted by a testing body authorized/approved by Pakistan Standards and Quality control Authority (PQSCA) or DESTO or any ISO Certified Labs or its international equivalent. The testing report should cover all the basic parameters required for PPE safe functionality under EN/ASTM/FDA standards.
13. **Earnest Money:** The Firms are required to submit Earnest Money in the shape of CDR @ 2% in the name of Director (Procurement), NDMA. However, the same will be returned in case of rejection. **Cross cheque will be not entertained.**
14. **Draft Contract Agreement:** Draft contract agreement as per Annex - B
15. **Award of Contract / Supply Order:** Competitive bidding will be done through Single Stage One Envelope System. The firms offering overall lowest bid and technically qualified against items of required quantity and specifications will be awarded the Contract / Supply Order.
16. **Maximum Time of Delivery:** The selected firms would be liable to deliver their respective items within the stipulated time period.
17. **Payment Terms:** Payment will be processed after satisfactory delivery of the required item as per supply contract / agreement.
