

Request for Quotation (RFQ)

**Procurement of Services
(Non-Consultant)**



**Procurement of ASPIRE PCU
Catering Services (under
Framework Contract)**

Ref# PK-PCU 100(5)-RFQ

**Program Coordination Unit (PCU),
ASPIRE**

M/OFEPT Khyaban-e-Suharwardy, Zero Point, Pakistan Manpower Building /Gate 3 Ministry of
Federal Education & Professional training Islamabad

November, 2023

Request for Quotation (RFQ)

The Program Support Unit PCU, ASPIRE M/OFEPT invites quotations from eligible firms for “**Event Management and Catering Services**” for Action to strengthen performance for inclusive and responsive education ASPIRE Program through Request for Quotation (RFQ)/Shopping method as defined in World Bank Procurement Regulations. For this purpose, Program Coordination Unit invites quotations from eligible firms to perform above referred non consultancy services under framework contract for a period of one year extendable subject to satisfactory performance and mutual consent on the fixed unit rates:

1. Eligibility Criteria:

You are requested to submit copies of the following documents as evidence of your eligibility:

- a) Minimum of 10 years of experience in providing catering and event management services;
- b) Nationwide offices (Networking offices in Areas /Punjab, Sindh, Baluchistan, KPK)
- c) Registered taxpayer with FBR and PRA authorities;
- d) Own more than 4 offices networking setup with registered in company’s name;
- e) Average Annual-Turnover of last 2-years must not be less than 20 million;
- f) Experience of working with Government / donor funded projects (at least 10 similar project) in last 10 years (attach copies of work orders);
- g) The firm must not have been blacklisted by any organization or government, semi government, autonomous or any financial institution of Pakistan.

2. Validity of Offers

The offers shall be valid until ninety (90) days from the date of opening of the quotation.

3. Preparation of Quotations

- (a) Quotation shall be evaluated on unit/cumulative rate basis, and the Purchase Order shall be issued to the respective firm offering the lowest evaluated price for all items in total against estimated quantities.
- (b) Your price quotation/(s) shall be for all the items as described in the attached Scope of Service.

4. Quoted Price

The quoted price shall be inclusive of all applicable taxes.

5. Clarifications

Any clarification request regarding this RFQ may be sent in writing to **Procurement Specialist (Procurement Unit Head PCU)**, M/OFEPT Khyaban-e-Suharwardy, Zero Point, Pakistan Manpower Building /Gate 3 Ministry of Federal Education & Professional training Islamabad before 5th Dec 2023 at 02:00 P.M. The Purchaser will forward copies of its response to all Suppliers including a description of the inquiry but without identifying its source.

6. Sealing and Marking of Quotations

Quotations should be placed in a single envelope, clearly marked with the reference above, the name of the Supplier and the Implementing Agency.

7. Submission of Quotations

- a. Quotations are to be submitted in the form attached **by courier or by hand**.
- b. The deadline for submission of Quotations is on or before **11th Dec 2023 at 11:00 AM**.
- c. The address for submission of Quotations is:

Attention: Project Procurement Specialist / Unit Head (Procurement)

Address: M/OFEPT Khyaban-e-Suharwardy, Zero Point, Pakistan
Manpower Building /Gate 3 Ministry of Federal Education
& Professional training Islamabad

8. Opening of Quotations

Quotations will be opened by the Purchaser's representatives on the same day after the deadline for the submission of Quotations i.e. **11th Dec , 2023 at 11:30 AM**

9. Evaluation of Quotations

Quotations will be evaluated on lump sum basis to ensure compliance with the Technical Specifications and quoted price and any other requirements of the RFQ as per Schedule.

The lowest evaluated price will be determined after correcting any arithmetic errors and other specified adjustments, if any.

10. Award of Purchase Order

The Purchase Order will be awarded for the respective Supplier who:

- a. offers the lowest evaluated price,
- b. technically compliant quotation in accordance with the Evaluation Criteria above.

The Purchaser shall invite by the quickest means the successful Supplier for any discussion/clarification that may be needed to conclude the Purchase Order.

The purchaser shall publish an evaluation report on its website with free access, before issuance of purchase order, and 10 days grievance period will be given. The information shall include the name of the successful Supplier, summary of its scope and their quoted and evaluated prices. The Competent Authority reserves the right to cancel all the offers.

On behalf of the Purchaser:

Program Specialist (PCU) / Unit Head (Procurement)

M/OFEPT khyaban-e-Suharwardy, Zero Point, Pakistan Manpower Building /Gate 3 Ministry of Federal Education & Professional training Islamabad

For information: uzma.malik.pcu@gmail.com , omarmasoodkhan70@gmail.com

Evaluation of Quotations

Evaluation Criteria:

The Procuring Agency's evaluation of a quotation may take into account, in addition to the Price quoted in compliance to the "Scope of Services" and the documents submitted with the RFQ. **The Service providers are advised to submit description of goods (with brand name / make model etc.) and compliance to scope of services to be performed with the quotation.**

The Intended Completion Date is One (01) Year w.e.f. signing of contract extendable with mutual consent on the fixed unit rate till June 2025. The Project is Hiring of firm for event management and catering Services will be June 2025 however Purchase order will be issued monthly or bimonthly on the basis of the need by the Procurement Specialist (under framework contract).

The Qualification Information to be submitted is as follows:

You are requested to submit copies of the following documents as evidence of your eligibility:

- a) Minimum of 10 years of experience in providing catering and event management services;
- b) Nationwide offices (Networking offices in Areas /Punjab, Sindh, Balochistan, KPK)
- c) Registered taxpayer with FBR and PRA authorities;
- d) Own more than 4 offices networking setup with registered in company's name;
- e) Average Annual-Turnover of last 2-years must not be less than 20 million;
- f) Experience of working with Government / donor funded projects (at least 10 similar project) in last 10 years (attach copies of work orders);
- g) The firm must not have been blacklisted by any organization or government, semi government, autonomous or any financial institution of Pakistan.
- h) The firm should have capacity to accommodate delegates boarding lodging on urgent basis with providing Catering food services.

Purchaser's Requirements

(Scope of Services)

- i) On some occasions the Firm may be asked to arrange services (s) immediately as per the requirement of the Client – in which case no notice requirements will apply. Any delay in the provision of the same can hamper Client's operational commitments which in no case is acceptable to the organization and might lead to termination of the contract.
- ii) Payment will be made on a monthly basis.
- iii) The following are included without limitation in the definition of "unsatisfactory service":
- iv) In case of quality of any menu service, the Firm shall provide an alternate similar package on urgent basis without any delay and in this regard no extra charges shall be paid by the Client.
- v) Firms shall be responsible to provide best qualities whatever will be the requirement. In case of noncompliance, payment of that period shall be deducted.
- vi) The firm will provide the price/unit rates inclusive of all applicable taxes)
- vii) The tentative quarter plan will be shared and every quarter a new purchase order on open framework contract will be issued as per prevailing fix rates quoted at the time of submission however rates can be revised after one year keeping in view consumer price index and inflation 2nd year contract will be issued with revised maximum up to 10% increase in total amount. In case the client is not satisfied with the Vendor in that case on month notice contract will be terminated by the procurement specialist and a new RFQ will be issued for open competition to rehire the services. Incase of failure of providing good quality services on one month notice contract will be terminated also.
- viii) The rates should be inclusive of all taxes and transportation cost done by the time. An inspection or during inspection any item is not up to the quality requirement that item will be replace without any cost by the firm
- ix) The PO will be issued by the Procurement Specialist on the basis of need quarterly or before quarterly each year.
- x) Duration of the contract would be up to June 2025.
- xi) Inspection will be done by the Procurement Team Procurement officer and Assistant.
- xii) Invoice will be verified by the procurement team and endorsement will be done by the Procurement Specialist to FMS for Payment Purposes
- xiii) Inventory record delivery challan will be verified every time by the procurement team with the supervision of Procurement Specialist and Team.
- xiv) All invoices must be submitted to Procurement Specialist with delivery challan acceptance endorsed by the procurement team before any payment to vendor will be whole responsibility of vendor to get it done by their team.
- xv) Purchase order monthly bimonthly quarterly or on need basis will be issued by the Procurement Specialist on the basis of need during year with same fix rates submitted at the time of quotation during the year.

Purchaser Requirements

Lunch Menu 1	Food Cost	Lunch Menu 2	Food Cost
Chicken Qorma/Chicken white Qorma/Chicken Karahi		Mutton Qorma/Mutton white Qorma/Mutton karahi	
Chicken Biryani/Chicken Pulao		Peas Pulao/Channa Pulao/Kabuli Pulao	
Chicken Seekh Kebab		Chicken Seekh Kebab	
Chicken Malai Boti		Chicken Tikka Boti	
Raita + Chatni		Raita + Chatni	
One Salad		One Salad	
One Sweet		One Sweet	
Naan/Roti		Naan/Roti	
Mineral Water/Cold Drinks		Mineral Water/Cold Drinks	
Tea/Green Tea/Coffee		Tea/Green Tea/Coffee	
Total	0	Total	0

Lunch Menu 3	Food Cost	Lunch Menu 4	Food Cost
Drum Sticks/Chicken Strips		Chicken Handi/Chicken Jalfrezi	
Egg Fried Rice/Garlic Rice		Chicken Biryani/Chicken Pulao/Kabuli Pulao	
Chicken Szechuan/Kung Pao/Cashewnut		One BBQ	
Vegetable Chowmein		One Salad	
One Salad		Raita	
One Sweet		Naan Roti	
Mineral water/Cold Drinks		One Sweet	
Tea/Green Tea/Coffee		Mineral Water/Cold Drinks	
		Tea/Green Tea/Coffee	
Total	0	Total	0

Hi Tea Menu 1	Food Cost	Hi Tea Menu 2	Food Cost
Assorted Cookies		Macroni Salad	
Assorted Pastries Bite Size		Beans Salad	
Chicken Patties		Channa Chaat	
Cold Sandwiches		Spring Roll	
Mineral Water		Assorted Cold Sandwiches	
Tea/Green Tea/Coffee		Two Types BBQ	
		Finger Fish	
		Chicken Chowmein	
		Mineral water/Cold Drinks	
		Tea/Green/Coffee	
Total		Total	

Lunch Menu 5	Food Cost
2 Types of Salad	
2 Types of BBQ	
Chicken Qorma/Chicken Karahi	
Chicken Biryani/Chicken Pulao	
Palak Paneer/Mix Vegetable	
Naan/Roti	
2 Types of Sweet	
Raita	
Mineral Water/Cold Drinks	
Tea/Green Tea/Coffee	
Total	0

Price Schedule

ANNEX 3: Quotation Forms Supplier Quotation Form

From:	<i>[Insert Supplier's name]</i>
Supplier's Representative:	<i>[Insert name of Supplier's Representative]</i>
Title/Position:	<i>[Insert Representatives title or position]</i>
Address:	<i>[Insert Supplier's address]</i>
Email:	<i>[Insert Supplier's email address]</i>

To:	Procurement Specialist ASPIRE
Purchaser's Representative:	
Title/Position:	Procurement Specialist /
Address :	M/OFEPT khyaban -e Suharwardy zero point Pakistan Manpower Building /Gate 3 Ministry of Federal Education & Professional training Islamabad
RFQ Ref No.:	
Date of Quotation:	

Dear *[insert name of Purchaser's Representative]*:

SUBMISSION OF QUOTATION

1. Conformity and no reservations

In response to the above named RFQ we offer to supply the Services, as per this Quotation and in conformity with the RFQ. We confirm that we have examined and have no reservations to the RFQ.

2. Quotation Price

The Price Schedule is as under *[insert the total price of the offer in words and figures, indicating the various amounts and the respective currencies]*.

3. Quotation Validity

Our Quotation shall be valid until the 60 days in the RFQ, and it shall remain binding upon us and may be accepted at any time before it expires.

4. Not Bound to Accept

We understand that you reserve the right to:

- a. accept or reject all Quotations and are not bound to accept the lowest evaluated cost Quotation, or any other Quotation that you may receive, and
- b. Annul the RFQ process at any time prior to the award of the Purchase Order without incurring any liability to Suppliers.

On behalf of the Supplier:

Name of the person duly authorized to sign the Quotation on behalf of the
Supplier: *[insert complete name of person duly authorized to sign the Quotation]*

Title of the person signing the Quotation: *[insert complete title of the person signing the Quotation]*

Signature of the person named above: *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* day of *[insert month]*, *[insert year]*