



INVITATION TO TENDER

TO:

The Suppliers,

Date of issue:	23 Nov 2025
Tender no.:	001
Contract title:	Supplies of Hygiene, Dignity and NFI Kits
Closing date:	28-11-2025 till 5pm
Tender opening:	01-12-2025 till 12 pm
Contracting Authority:	Strengthening Participatory Organization - SPO Building No. 1-B, Street 26, G-9/1, Islamabad +92 51 8736194 Contact person: Sumbal Naz Tel: +92 51 8736193 -94 Email: sumbal@spopk.org

STRENGTHENING PARTICIPATORY ORGANIZATION INVITES YOU TO TENDER FOR SUPPLY AND DELIVERY OF HYGIENE KITS, DIGNITY KITS AND NFI KITS.

Please find enclosed the following documents, which constitute the tender dossier:

A – Instructions to tenderers

B – Draft Contract including Annexes:

Annex 1: Technical data form (to be completed by the tenderer)

Annex 2: Tender Submission form (to be completed by the tenderer)

Annex 3: Tender guarantee (to be completed by the tenderer)

If this document is a PDF format, upon request a complete copy of the above documents can be forwarded in a WORD format for electronic completion. It is forbidden to make alterations in the text.

We should be grateful if you would inform us by email of your intention to submit or not a proposal.

A. INSTRUCTIONS TO TENDERERS

A.1. Scope of supply of hygiene kits, dignity kits and NFI kits

The subject of the contract is the supply of hygiene kits, dignity kits and NFI kits by the tenderer of the following supplies:

Hygiene kits:

Item	Description	Unit	Quantity	Required delivery Address
1	Bucket, Plastic (fine), 20 liters, Food Grade Quality, with Lid and Handle (Large)	No.	1	Alipur, Muzaffargarh, Punjab.
2	Plastic Mug Medium Size	No.	1	
3	Soap, Hand Washing, 123 Grams, Lifebuoy or equivalent	No.	12	
4	Nail Cutter, Stainless Steel, Medium Size, Korean Made	No.	1	
5	Soap, Cloth Washing, 250 Grams, Sufi / Jai Special Quality Laundry Soap 4-Piece Packet	No.	1	
6	Mosquito Reepellant lotion 45ml Mospel Orignal	No.	2	
7	Hair Comb, Nylon (1-lice &1-normal)	No.	2	
8	Soap Case, Plastic, with Cover and Perforated	No.	1	
9	Plastic Lotta, Medium Size, made up of fine plastic,	No.	1	
10	Toothpaste -100-gram tube	No.	2	
11	Toothbrush 03 adult size & 03 children size (with cap fine quality) Shield / Ezigrip or equivalent	No.	6	
12	Parachute bag with hand strips of 12 each, along with the labeling as provided by spo	No.	1	
13	Mosquito Net : Net Protect (Polyethylene) Mesh Size Holes per inch 2/cm2 -136/21. Long lasting insecticide treated Mosquito Net (W x L xH 190x180x150)	No.	2	

Dignity kits:

Item	Description	Unit	Quantity	Required delivery
1	Female Underwear - 100% Cotton- good quality- in dark colors- size, small 02 /medium 04 / large 02 /extra large 02	No.	10	Alipur, Muzaffargarh, Punjab.
2	Sanitary pads (9 pads) (Family Size Butterfly brand Orignal)	No.	3	
3	Washing Powder Half Kg	No.	1	
4	Disposal Bags/Paper Bag Small, 100mm Wide x 180mm Hight, For Discreet Disposal of SN 2, 27 in each pack	No.	1	

NFI Kits:

Item	Description	Unit	Quantity	Required delivery
1	Plastic Mat Size: 12 x 14 ft, Single-ply plastic, Folding: Four folds Material Grade: Food grade plastic, Weight Range: 6.3 kg to 6.8 kg	No.	1	Alipur, Muzaffargarh, Punjab.
2	Tea Cups-stainless steel (set of 7 numbers), Minimum 75-80 gm, minimum capacity 0.4ltr and thickness minimum 0.5mm- no sharp edges Non Magnetic Quality	Set	1	
3	Cooking Pot 7 litres capacity with handles and lid. Made of silver steel. 32-35 cm diameter minimum for 7 liters Cooking Pot large, minimum weight 1.8 kg with lid approx- no sharp edges	No.	1	
4	Set of 7 stainless steel plates, minimum 0.5mm thickness, 22 cm diameter. No sharp edges. Weight 140-160gram, Non Magnetic Quality	Set	1	
5	Glass steel set of 6 glasses medium sizes- no sharp edges,	Set	1	
6	Kitchen knife minimum 24 cm length of stainless steel blade with wooden handle , thickness 1.5mm	No.	1	
7	Cooking Spoon stainless steel with wood Molded handle stainless steel weight 200 grams and minimum length 43 cm.	No.	1	
8	Spoons (Table) set of 7 spoons, 18 cm minimum length and 1mm thickness made of stainless steel, minimum 32g	Set	1	
9	Plastic Jerry Can 10L - for water storage/chlorination weight minimum 400 gram with visibility/logos.	No.	1	
10	Jug steel 2 liter capacity gauge 13 diameter, Weight: 450 to 500 gm	No.	1	
11	Bowl- plastic made medium sized (used for children) 0.5 liter	No.	2	
12	Cup plastic made medium sized (for children)	No.	2	
13	Spoon plastic made medium sized (for children)	No.	2	
14	PACKING COST with printing 3x logos & text Per Kit {Carton packing 8Ply for Kitchen Kit/NFI Polypropylene Bag packing for NFI/Kitchen Kit}	No.	1	

The supplies to be purchased are for use by the Contracting Authority in its **Restoring dignity, reviving hopes - Pakistan Flood response 2025 Muzaffargarh – Pakistan** Program in Pakistan. The tenderer can submit a tender for one, several or all lots.

The supplies are described in more details in the technical data form, Annex 1.

a) Delivery

The above supplies shall be delivered to SPO's Alipur Office as per above required delivery time.

b) Specifications

The supplies must comply fully with the technical specifications set out in the tender dossier (technical data form, Annex 1) and conform in all respects with the drawings, quantities, models, samples, measurements and other instructions. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

A.2. Cost of Tender

The tenderer shall bear all costs associated with the preparation and submission of his tender and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

A.3. Clarification of tender documents and additional information

Tenderers may submit questions in writing at the latest on the date specified in the timetable in article A.4, specifying the tender no., and the contract title. Information regarding interpretation of this Invitation to tender must be requested in writing to the Contracting Authority's contact person.

Tenderers are not allowed to approach the Contracting Authority for verbal clarification.

Any clarification of the tender dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the date specified in the timetable. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective tenderers at the same time.

Any prospective tenderer seeking to arrange individual meetings during the tender period with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be excluded from the tender procedure.

A.4. Planned timetable

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all tenderers will be informed in writing and a new timetable will be provided.

	Date	Time
Deadline for request for any clarifications from the Contracting Authority	27 Nov 2025	1700 hrs.
Last date on which clarifications are issued by the Contracting Authority	27 Nov 2025	1700 hrs.
Deadline for submission of tenders (closing date)	28 Nov 2025	1700 Hrs.
Tender opening session	01 Dec 2025	1100Hrs.
Contract award	05 Dec 2025	1700 Hrs.
Contract start	06 Dec 2025	09 00 Hrs.

All times are in the time zone of Pakistan.

A.5. Eligibility and qualification requirements

Tenderers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts.

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the tenderer, which tender is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation, or, if such certificates are not available, through a sworn statement.

Tenderers are also requested to certify that they comply with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources tenderers shall provide the information and the documents requested in the tender dossier.

A.6. Exclusion from award of contracts

Contracts may not be awarded to tenderers who, during the procurement procedure:

- (a) are subject to conflict of interest; and/or
- (b) are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the tender procedure or fail to supply this information.

A.7. Language of Tenders

The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in English. Supporting documents and printed literature furnished by the tenderer may be in local language.

A.8. Documents comprising the Tender

The tenderer shall complete and submit the following documents with his tender:

- a) Tender submission form (Annex 2) with supporting documents
- b) Technical data form (Annex 1) with supporting documents

and other relevant information that should be made known to the Contracting Authority.

A.9. Tender guarantee

All tenders must be accompanied by a tender guarantee of minimum 5% of the total tender amount. The guarantee shall be issued in favour of the Contracting Authority and be valid for 25 days beyond the period of validity of the tender. The tender guarantee shall be issued in the form of a first demand guarantee, by an internationally recognised bank or other financial institution, and shall be in accordance with the text in the attached guarantee. The tender guarantee may also be issued in the form of a banker's draft, a certified cheque, a bond provided by an insurance company or an irrevocable letter of credit, as long as it creates under the applicable law the same irrevocable, at-first-demand obligations for the guarantor as expressed in the wording of the attached guarantee.

A.10. Price

The price quoted by the supplier shall not be subject to adjustments except as otherwise provided in the conditions of the Contract.

(Option 1:) Price shall be quoted in PKR

The Contractor guarantees that the price specified in this Tender dossier, is the maximum price that shall remain firm and shall not be increased during the entire term of the Contract, provided however, that in the event that the successful supplier is able to offer the Contracting Authority a discounted price on placement of bulk contracts, the unit price shall be reduced for specific contracts.

VAT and/or any sales tax applicable to the purchase of supplies shall be indicated separately in the Quotation Submission Form.

A.11. Validity

Tenders shall remain valid and open for acceptance for 25 days after the closing date for the submission of tenders.

Prior to the expiry of the original tender validity period, the Contracting Authority may ask tenderers in writing to extend this period. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

A.12. Submission of tenders and closing date

Tenders must be received at the address mentioned below by hand or post not later than the closing date and time specified in the timetable article A.5. Any tenders received after that time will not be considered. Tenders shall be submitted in a sealed envelope bearing the following information:

Strengthening Participatory Organization

Attention:

Tender receipt:

Tender no.:

NOT TO BE OPENED BEFORE THE TENDER OPENING SESSION ON 01ST DECEMBER 2025, 11AM

All tenders must be submitted in one original, marked "original"

No tender may be changed or withdrawn after the deadline has passed.

A.13. Tender opening and evaluation

Tenders are invited to attend the tender opening. Tenders are requested to advise the contact person, at least one day in advance of the tender opening if they will attend.

Tender opening will take place at SPO Office, G9/1, Islamabad at the time and date specified in article A.4. Tenderer's representatives who are present shall sign a register indicating their attendance.

At the tender opening, only the tenderers' names, the total amount of the tenders and any discount offered will be read aloud and recorded.

Prior to the detailed evaluation of the tenders, the evaluation committee, (established by the Contracting Authority for the purposes of this tender procedure), shall ascertain whether the tenders meet the eligibility requirements; have been properly signed, are substantially responsive to the tender documents; have any material errors in computation; and are otherwise generally in order.

If a tender is not substantially responsive i.e. it contains material deviations from or reservations to the terms, conditions and specifications in the tender dossier, it shall not be considered further.

After analysing the substantially responsive tenders, the evaluation committee will examine the technical admissibility of each tender, classifying it as technically compliant or non-compliant. Deviations from the specifications may be considered if deemed to be in the best interest of the Contracting Authority.

Tenders determined to be substantially responsive and technically compliant will be checked by the evaluation committee for any arithmetic errors. Where there is a discrepancy between the amounts in the figures and words, the amount in words will govern. Where there are discrepancies between the unit price and the line item total, derived from multiplying the unit rate by the quantity, the unit rate as quoted will govern. If a tenderer refuses to accept the correction, his tender will be rejected.

A.14. Award of Contract

The Contracting Authority will award the contract to the tenderer whose tender has been determined to be substantially responsive to the tender dossier and technically compliant, and who has offered the lowest price, provided further that the tenderer has demonstrated the capability and resources to carry out the contract effectively.

The Contracting Authority aims to purchase goods that minimise the environmental impact. Therefore, NCA reserves the right to choose a Supplier based on environmentally sustainable criteria such as packaging, life span, durability, availability of spare parts, recyclability, etc. over quotations that do not meet these standards.

The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

A.15. Signature and entry into force of the Contract

Prior to the expiration of the period of the tender validity, the Contracting Authority will inform the successful tenderer in writing that its tender has been accepted and inform the unsuccessful tenderers in writing about the result of the evaluation process.

Within <7> days of receipt of the contract, not yet signed by the Contracting Authority, the successful tenderer must sign and date the contract and return it, 2 % with the performance guarantee), to the Contracting Authority.

If the successful tenderer fails to sign and return the contract And the performance guarantee) within the days stipulated, the Contracting Authority may consider the acceptance of the tender to be cancelled without prejudice to the Contracting Authority's right to

A.16. Option: Performance guarantee must be submitted at the time of contract signing.

A.17. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the tender process at any stage.

ANNEX 1: TECHNICAL DATA FORM

Tenderers are requested to complete the following template.

The following technical specifications are provided in the format of a checklist. They are compulsory as a minimum standard and will be the only basis for the evaluators to assess the technical compliance of the equipment presented in the tenders. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

Manufacturers' names, catalogue numbers and model designations appearing in the list are for reference only. Tenders for other equipment that is equal in function, quality and performance to that listed will be given full consideration.

In order to make sure that no single specification is left out from your tender by mistake, it is recommended that you use the checklist as a tool to present your tender.

Item no.:	Parameter	Characteristics (Contracting Authorities minimum requirement)	Comply (Yes / No)	Deviations, if any, to be described in this column
1	Description	<Name/description of product>		
	Specifications	<Technical requirement>		
		<Insert extra rows as required>		
	(Option: Accessories)	<Specific requirement>		
	(Option: Spare part)	<Specific requirement>		
2	(Option: Certificates)	(Please specify and enclose any quality accreditation – ISO 9000 2000 or equivalent held by the manufacturer of the offered products)		
	Description	<Name/description of product>		
	Specifications	<Technical requirement>		
		<Insert extra rows as required>		
	(Option: Accessories)	<Specific requirement>		
	(Option: Spare part) or Expiry	<Specific requirement>		
3				

ANNEX 2: TENDER SUBMISSION FORM

Submitted by (name of company):	
Contact Person:	

PRICE SCHEDULE (Price and currency to be inserted by tenderer)

Item	Description of supplies	Unit	Qty	Currency: [currency]	
				Unit Price incl. VAT [Incoterm]	Total Price incl. VAT [Incoterm]
1	[description of Goods]				
2	[description of Goods]				
3					
4					
5					
6					
	Subtotal price [Incoterm] [place]				
	Freight to [destination, country]				
	Total price [Incoterm] [destination, country]				
	VAT included in the [Incoterm] price				
	(Option: Customs duty included in the [Incoterm] price)				

(Note: adjust the price schedule and Incoterm to the specific tender. Delete option if not required)

Information required by the Contracting Authority:	Information to be entered by tenderer in the below columns:
(Option: After sales service and warranty service)	
Full contact details of the local after sales service.	
We certify availability of spare parts for minimum 5 years	
Delivery date	
Point of shipment	
Delivery time to (Point of shipment)	days
Delivery time to final destination	days

Company information	
Parent company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.	
Email	
Website	
Sales Manager (name)	
Director (Name)	

Other contact (Title and Name)	
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(Option: General company information)				
(Nature of business – please enclose complete product information in English.)				
(Year of Establishment)				
(Number of full-time employees)				
(Licensing Authority)				
(Licence number (VAT no./TAX I.D.))				
(Language of technical documents)				
(Working language)				
References				
Name and country of customer	Type of contract	Value	Contact name	Phone and email

After having read your Invitation to Tender no. 001 for supply of hygiene kits, dignity kits and NFI kits dated 23rd November 2025, and after having examined the Tender Dossier, I/we hereby offer to execute and complete the Contract in conformity with all conditions in the Tender dossier for the sum indicated in our financial proposal. On behalf of the company, we hereby;

- Accept, without restrictions, all the provisions in the Invitation to Tender including General terms and Conditions for Supply contracts, with annexes.
- Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
- Certify and attest that we meet the eligibility criteria of article stated in the Instructions to Tenderers.
- Certify and attest compliance with the Code of Conduct for Contractors in Annex 4.

The above declarations will become an integrated part of the contract and misrepresentation will be regarded as grounds for termination.

- In the event the contract is awarded to us, we request that payments under the contract be made to the following account: [insert all necessary references].
- Our tender is valid for a period of 45 days after the closing date in accordance with instructions to tenders.

Any subsequent Contract related to this Proposal will be subject to the Contracting Authorities General Terms and Conditions for Supply Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

Signature and stamp:

Signed by:

The tenderer

Name of the company

Address

Telephone no.

Email

Name of contact person

Date