

BIDDING DOCUMENT

(Supply (Expected) of 420 Ramzan Food Packs, in possible Locations: Kabul and its peripheries of Afghanistan)

PROJECT CODE: (PK-26-504 Tender)

Please submit Bids for Each Activity by filling the section no. II/ Attached Specification (Tick)



Bid # 1:Supply of (Expected 420 Ramzan Food Pack in possible Locations: Kabul and its peripheries of Afghanistan).

Name of Firm: _____

NTN: _____

Bank Account Details: (Title/A/#) _____

Contact Detail :(Focal Person) _____

Email Address: _____

Prepared by:



Human Appeal -Pakistan

Farm House 4-4, Street 11, Chak Shahzad Farms, Islamabad, Pakistan

Submission Date: January 25, 2026

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Section I. Instructions to Bidders

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Section I. Instructions to Bidders

A. General

1. Scope of Bid

1. HA-PAK invites bids for the Supply of (Expected) 420 Ramzan Food Pack, in Possible Locations: Kabul and its peripheries of Afghanistan.
2. The successful Bidder is expected to complete the services by the Intended Completion date is given in section II, with effective from the signing of the Contract.

2. Eligible Bidders

1. This Invitation for Bids is open to all NTN-holder Bidders from all over Pakistan
2. Bidders shall not be under a declaration of ineligibility for corrupt, fraudulent, and coercive practices issued by HA-PAK.
3. Bidders shall not be involved in terrorist acts/criminal activities or associated with individuals and/or entities associated with terrorist acts/criminal activities.

3. Corrupt, Fraudulent, Collusive, and Coercive Practices

1. HA-PAK requires that all; HA-PAK Staff, Bidders, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. HA-PAK shall reject any Bids put forward by Bidders or where applicable terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, criminal activities collusive or coercive practices.

4. Eligible material/Goods

1. All goods /materials/ Services to be supplied under the contract shall have their origin in an eligible source (The "origin" means the place where the goods are produced, or the related services are supplied. e.g. Not smuggling goods), and all expenditures made under the contract will be limited to such Supply/construction.

B. The Bidding Documents

1. Content of Bidding Documents

The material/goods/services required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

- a) Instructions to Bidders (ITB)
- b) Contract for Supply/Services
- c) Schedule of Requirements
- d) Technical Specifications
- e) Selection criteria form

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.

2. Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the bidding documents may notify through e-mail and given in the tender notice, indicated in the published Tender Notice. While no telephonic inquiries will be entertained.

3. Amendment of Bidding Documents

1. At any time prior to the deadline for submission of bids, HA-PAK, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.
2. All prospective bidders who have received the bidding documents will be notified of the amendment in writing and will be binding on them.
3. In order to allow prospective bidders reasonable time to take the amendment into account in preparing their bids, HA-PAK, at its discretion, may extend the deadline for the submission of bids (if required).

C. Preparation of Bids

1. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid, and HA-PAK will not be responsible or liable for those costs.

2. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and HA-PAK shall be written in the English language.

Supporting documents and printed literature furnished by the Bidder may be in another language provided.

3. Bid Proposal

The Bidder shall propose the Bid with complete detail and the appropriate Price Schedule, indicating the services and goods to be supplied or provided, a brief description of the goods/material, and their country of origin, quantity, quality, and prices.

4. Bid Prices

1. The Bidder shall indicate on the appropriate Price Schedule the unit prices and total bid price of the goods/services it proposes to supply under the contract.
2. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account unless otherwise specified. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

5. Bid Currency

Prices shall be quoted in the following currency: For services and goods/materials that the Bidder will provide/supply to HA-PAK, the prices shall be quoted in Pakistan Rupees (PKR currency).

6. Period of Validity of Bids

1. Bids shall remain valid for the period of 2 months after the date of bid opening prescribed by HA-PAK. A bid valid for a shorter period shall be rejected by HA-PAK as non-responsive.
2. In exceptional circumstances, prior to the expiry of the bid validity, HA-PAK may request that the bidders extend the period of validity for a specified additional period of not more than 30 days. The request and the bidders' responses shall be made in writing.

D. Submission of Bids

1. Sealing and Marking of Bids

The Bidder shall stamp and sign the filled document/tender and send a scanned or PDF copy of the bid, brief profile of relevant projects done/experience/registration certificates/ references, and other documents

(project name, project amount, Organization, date of completion and contact details) in **a Zep Folder with mentioned firm Name and project Name**, via this specified e-mail at PK-26-504.tender@humanappeal.org.uk

Duly marking the subject line **Project Code: (PK-26-504 Tender)** and **Project Location**, applied for. Final bidders will be also requested to submit their security deposit of 5% of the whole bid/proposal by courier/post or submit by hand at the country office of HA.

2. Deadline for Submission of Bids

a) Bids must be received by HA-PAK via the email box specified under instructions to bid (ITB), no later than (date and time) 25th January 2026, at 5:00 PM.

b) HA-PAK may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with ITB, in which case all rights and obligations of HA-PAK and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

3. Late Bids

Any bid received by HA-PAK after the deadline for submission of bids prescribed by HA-PAK will be rejected and will not be forwarded for the bid opening processes. The Bidder will assume the responsibility of un-possession of the bid documents.

E. Opening and Evaluation of Bids

1. Opening of Bids

The bidders, bids will be opened on 27th January 2026, at 2:30 PM. No bid shall be rejected at bid opening, except for late bids.

Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders in case of sealed bids.

2. Clarification of Bids and Contacting Bidders

During the evaluation of the bids, HA-PAK may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing or physical meeting and no change in the prices or substance of the bid shall be sought, offered, or permitted.

3. Preliminary Examination

HA-PAK will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required guarantees have been furnished/referenced, whether the documents have been properly signed, and whether the bids are generally in order.

4. Evaluation and Comparison of Bids

HA-PAK will evaluate and compare the bids, which have been determined to be substantially responsive.

HA-PAK's evaluation of a bid will exclude and not take into account:

- In the case of goods/material/services, sales and other similar taxes will be the responsibility of the vendor, which will be payable on the goods/services if a contract is awarded to the Bidder;
- In the case of goods/materials of foreign origin offered from abroad, customs duties and other similar import taxes which will be payable on the goods if the contract is awarded to the Bidder; and

HA-PAK's evaluation of a bid will take into account, in addition to the bid price quoted in accordance with one or more of the following factors:

- a) Delivery schedule/completion period offered in the bid;
- b) Deviations in payment schedule from that specified in the Conditions of Contract;
- c) Other specific criteria indicated and/or in the Technical Specifications, **(Refer to selection criteria under the section I below)**

5. Clarification of Bids and Contacting HA-PAK

- a) No Bidder shall contact HA-PAK on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of HA-PAK, it should do so in writing through the given e-mail.
- b) Any effort by a Bidder to influence HA-PAK in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

6. Post-Qualification

- a) In the absence of pre-qualification, HA-PAK will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB.
- b) The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as HA-PAK deems necessary and appropriate.
- c) Prior to award, HA-PAK shall verify and validate any documents/information submitted and if necessary shall conduct an ocular inspection of the Bidder office, plant/warehouse, and equipment.
- d) An affirmative determination will be a pre-requisite for the award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event HA-PAK will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

7. Purchaser's Right to Accept any Bid and to Reject any or All Bids

HA-PAK reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder or bidders of the grounds for HA-PAK's action.

F. Award of Contract

1. Award Criteria

HA-PAK will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

2. Purchaser's Right to Vary Quantities at Time of Award

HA-PAK reserves the right at the time of contract award to increase or decrease, by the percentage indicated **[+/- up to 50%]**, the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

3. Notification of Award

- a) Prior to the expiration of the period of bid validity, HA-PAK will notify the successful Bidder in writing, that its bid has been accepted
- b) The notification of award will constitute the formation of the Contract.

4. Signing of Contract

At the same time as HA-PAK notifies the successful Bidder that its bid has been accepted/selected, HA-PAK and the successful Bidder will sign agreements.

G. Other Associated Conditions

- 1) All material/items/services must be 100% according to the specifications, quantity and quality as required
- 2) Bids should be included Carriage and Transportation/Delivery charges
- 3) Payment will be made after completion of services/delivery on the provision of bills and GRN/work completion report.
- 4) Payment will be through a cross cheque.
- 5) All applicable taxes are applied and will be deducted
- 6) Previous experience letter/proof for work (At least four)
- 7) Kindly enclose evidence of your experience with other organizations, NGOs or INGOs
- 8) The bidders will be responsible for submitting a **Bank Guarantee/Call deposit equivalent to Rs. 5% of the total bid price in the name of the "Human Appeal" and attached PDF copy of the call deposit along with your bid/quotation.** The original one will be received at the time of signing the agreement from the successful bidders.

H. Penalty on Delay in Project Completion

Sl No	Total Delay	% To be deducted from the contract value
1.	First 10 days	1.00%
2.	From 11 to 20 days	2.00%
3.	From 21 to 30 days	3.00 %
4.	Above 30 days:	Up to 10% As per discretion of the Procurement committee of HA

I. Modern Slavery

The Supplier shall comply with all applicable anti-slavery and human trafficking laws, statutes, and regulations from time to time in force including but not limited to the Modern Slavery..., and have and maintain throughout the term of this Agreement its own policies and procedures to ensure its compliance.

J. Selection Criteria of Bids/proposal Up to 10% As per the discretion of the Procurement committee of HA

INSTRUCTIONS – Bidders are required to complete all sections of the below table and mention the attached documents as annexures 1,2,3.....so on in the comments and attachments column

SELECTION CRITERIA			
Items	Question/indicators	Bidder's Response	
		Yes/No	Comments /and Attachments of Proofs
A	ESSENTIAL CRITERIA (General)		
1	Bidder accepts Human Appeal's Terms and Conditions and complies with all RFP/RFQ/Tender mandatory requirements /information on the same tender format.		
2	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws. (Local and international)		
3	Suppliers/Vendors are not any prohibited parties or on Government debar/ Blacklisting by any organization.		
4	Have a valid NTN certificate/ GST certificate		
5	Valid PEC Certificate	N/A	
6	Utility bill of offices as physical evidence (optional)		
	CAPABILITY & SUSTAINABILITY QUESTIONS		
B	Company Experience and References (Point 12) (4 for Each)		
1	Experience of a company on similar projects (Minimum 4) 04 projects experiences = 4 03 projects experiences = 3 02 projects experiences = 2 01 projects experiences = 1		
2	working experiences in relevant Area or Regional Experience (previous) if yes= 4 If Nearby = 3 If No =1		
3	Quantity of Reference (provided in relevant similar projects) If 4 provided = mark 4 If 3 provided = mark 3 If 2 provided = mark 2 If 1 provided = mark 1		
C	Financial Health of Company (Points 16)		
1	Project Implemented Worth of Similar projects (Highest valued work orders) if average of 4 project values is above the total of HA Budget = 10 80 % of total budget=8 50 % of total =5 Below the 50% of the Budget = 2		
2	Latest Bank Maintenance Certificate if yes= 3 If No =0		
3	The latest Financial Audit report of Frim if yes= 3 If No =0		
D	Quality of Bid/Proposal and Lead time. (Points 06)		

1	Proposed completion time for Short-term projects (1 Week, 3 Weeks) if 1 Week or below = 6 if 2 Weeks = 4 if 3 Weeks = 2 if the above 3 weeks = 0		
E	Environmental, Social, Health, and Safety Impact (Points 06)		
1	The bidder demonstrates activities OR has processes in place within their organization. (e.g., paperless offices, green technology in offices, policies, training programs, community outreach programs, etc.) If Yes = 3 If No = 0		
2	Availability of in-house personnel dedicated person to ESHS issues(Please attached Profile of Personnel) If Yes =03 If No = 0		
F	Financial proposal/Bid offered (Points 60)		
1	Overall project costs Lowest bidder =50 2nd Lowest Bidder =40 3rd Lowest Bidder=30 4th Lowest bidder=20 5 lowest Bidder =10 above then 5th =05		
2	The Supplier provides bid security /Pay order / a bank guarantee relevant to the project If Yes (Pay order/bank draft) =10 If Yes (provided cross cheque at the initial stage) =05 If No =0		
Note: Please attach all Scanned or PDF documents along with the bid/ offer/quotation (including POs of relevant similar projects) in one zip folder with your organization and project names and send via the given email			Total Points=100

Section II. Schedule of Requirements

A. List of Ramzan Food Pack Items and offered rates (*Expected 420 Food Packs*)

S No.	Description	Unit	Quantity	Unit Rate PKR	Total Amount PKR
1.	Flour (fortified fine quality)	Kg	50		
2.	Vegetable Cooking oil bottle	Liter	5		
3.	Rice basmati (Super-Kernal/equal quality)	Kg	5		
4.	Salt	Kg	1		
12.	Packing instructions: Each Pack will be packed in a white carton with the Human Appeal logo on one side and a list of items on the other side Sticker designs (As per below detail instructions)	No	1		
	Total Amount per pack (including transportation and all taxes) =				
Instructions: • Supplier is responsible for assigning serial numbers on each pack (Nos on carton 1 to 420) • packed in a white carton with the Human Appeal logo on one side and a list of items on the other side Sticker • Supplier will also share the pictures and video clips of packing’s with operations department, showing the all packs together. • Above rate must be inclusive of all kind of taxes and transportation costs.					

Proposed Completion Time	1 Week	2 Weeks	3 Weeks
If other than above please specify here...			

Section III needs to be filled with complete information

Section III. Questionnaire/Contact Form

1. Bidders Questionnaire/Contact Form

While the bid documents can be downloaded from the website <https://www.iapg.org.uk/tenders/> via this link: <https://iapg.org.uk/supply-of-ramzan-food-packs-in-afghanistan-possible-locations-kabul-and-its-peripheries/> bidder has to submit back the evidence/proof documents along with filled tender document/bids with completed information and documents in Scanned/PDF format in **a one zip folder with the name of your organization and project** (for example **(PK-26-504 Tender)** and submit (soft copy) via following give below e-mail: PK-26-504.tender@humanappeal.org.uk

HA-PAK

Bidders Questionnaire/Contact Form

1) Organizational Information

Organization Name		
Legal Status of Organization	1- Public Limited	☐
	2-Private Limited Company	☐
	3-Partnership	☐
	4-Sole Trader	☐
	5-Other(Please specify)_____	
NTN Number		
Postal Address		

2) Contact Information:

	Main Contact (Executive head)	Focal Person
Name		
Designation		
Telephone (with city code)		
Mobile Phone		

Please share the Latest and relevant work experience details (previous work orders/Purchase orders)				
	PO/Project-1	PO/Project-2	PO/Project-3	PO/Project-4
Name of Organization				
Contact name and phone , number, Email (Complete detail is mandatory)				
Description of items/services delivered				
Project implementation Area/Location:				
Quantity				
Date contract awarded				
Date contract Completed				
Value of Contract in PKR Please share your Maximum value P.O details				
Bidders are requested to attach PO's/ or agreements of the above details as evidence (Documents shared via Google Drive are not acceptable/accessible)				

UNDERTAKING BY BIDDER:

I hereby undertake that the above information is correct and if found incorrect, the firm shall be liable for disqualification/ legal action. I acknowledge the terms and conditions along with right of Human Appeal Pakistan to accept/reject the application without assigning any reason, which shall not be challenged in any court of law.

Name

Date

Stamp

Signature

Bid Document Issued By: (for HA-PAK Staff)

OPERATION DEPARTMENT

HUMAN APPEAL PAKISTAN

+92 51 8899199 / 8446750

Annexure: Conflict of Interest Declaration

Human Appeal Supplier Conflict of Interest Declaration Form

Supplier / Vendor Name: _____

Supplier / Vendor Address: _____

RFQ/RFP/Tender Applied for: _____

As per Human Appeal's policies and procedures; any suppliers/vendors shall not try to gain an unfair competitive advantage or influence the ability of Human Appeal's employees to make impartial and objective decisions. All suppliers/vendors interested in conducting business with Human Appeal (HA) must complete and return this Supplier Conflict of Interest Disclosure Form to be eligible for contract awarding.

If a supplier/vendor and its owner, director, shareholder, or senior management member have any relationship with a Human Appeal's officer/employee/Manager/director or is an immediate family member of a Human Appeal's officer/employee/Manager/director, the supplier/vendor shall disclose the information required below.

Yes	No	Conflict of Interest
☐	☐	1. Does any HA's officer/employee/Manager/Country Director have any direct or indirect ownership or other financial interest in your company or any of its affiliates?
☐	☐	2. Is any owner, director, shareholder, or senior management member of your company a current or was employed with HA in the past 2 years?
☐	☐	3. Have you offered employment to any HA's officer/employee/Manager/Country Director participating in this project in the past 2 years?
☐	☐	4. Does any owner, director, shareholder, or senior management member in your company have any family relationship with any current HA's officer/employee/Manager/Country Director?
☐	☐	5. Does any owner, director, shareholder, or senior management member in your company have any business relationship with any current HA's officer/employee/Manager/Country Director?
☐	☐	6. Has your company or any of its affiliates, owner, director, shareholder, or senior management member in your company provided money/donation, gifts, or other thing of value to any HA's officer/employee/Manager/Country Director or any senior management member?

If you have answered 'Yes' to any of the above questions, please list down the name of the Person / company and state the relationship of the person/company.

Name of Human Appeal's Employee(s) with Potential Conflict of Interest	
Name	Relationship

I certify that the information provided is true and correct by my signature below:

Vendor Authorized Representative	Signature	Stamped
Name:		
Designation:		

Review of Declaration:

This document will be reviewed by Human Appeal's **CMT (Country Management Team)** for further decision if any conflict of interest arises. Operation Team shall inform suppliers if they are qualified to participate in the RFQ/RFP/Tender.