

BIDDING DOCUMENT

(Construction of Communal infrastructure schemes Planed project
Building Long-term resilience of flood-affected Communities, Food
Security interventions in Sindh Province (WFP))

TENDER CODE: (PK-26-WFP Tender)

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

Details	Quoted Rates, please (Yes/No)
BOQ 01 (Code: 1479) Construction of Brick Masonry Edge Restraints for Tuff Tile Pavement Village Odhano Buriro, Union Council- Bachro, District Jacobabad	
BOQ 02: (Code 811)Construction of Brick Masonry Edge Restraints for Tuff Tile Pavement Village Salih Buriro, Union Council- Bachro, District Jacobabad	
BOQ03: (Code : 2094) Construction of Brick Masonry Edge Restraints for Tuff Tile Pavement Village Yaseen Brohi, Union Council- Kareem Bux, District Jacobabad	
BOQ 04: Code 3612) Construction of Brick Masonry Retaining Wall in Cement Sand Mortar (1:4) Village Odhano Buriro, Union Council- Bachro, District Jacobabad	
BOQ05: (Code 1360)Construction of RCC Pipe Culvert Village Saleh Buriro,Union Council Bacho, District Jacobabad	
BOQ 06: (Code 3400) Tree Plantation Pathways UC Bachro & UC Kareem Bux in District Jackabad and UC Jamali & UC Khabbar In District QSK Sindh	

Note: *(Documents/Quotations shared via Google Drive are not acceptable/accessible)*

Name of Firm: _____

NTN: _____

Contact#: _____

Email Address: _____

Prepared by:



Human Appeal –Pakistan

Date: 02 July 2026

Last Submission Date: 16th July 2026

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Section I. Instructions to Bidders

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Section I. Instructions to Bidders

A. General

Description: Construction of Communal infrastructure schemes Planed project Building Long-term resilience of flood-affected Communities, Food Security interventions in District Jackabad and QSK Sindh Province (WFP)

1. Scope of Bid

1. HA-PAK invites bids for the provision of the above-mentioned services
2. The successful Bidder is expected to complete services by the intended completion date which is given in section II, with effective from the signing of the contract.

2. Eligible Bidders

1. This Invitation for Bids is open NTN-holder Bidders from all over Pakistan
2. This invitation is for All Bidders who will provide the credit facility to HA-Pak. *(No advance will be offered)*
3. Bidders shall not be under a declaration of ineligibility for corrupt, fraudulent and coercive practices issued by HA-PAK, any other international/Govt/semi-Govt organization
4. Bidders shall not be involved in terrorist act/criminal activities or associated with individuals and/or entities associated with terrorist act/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, 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 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. Sample Forms

The bidders are 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 official telephone no, and ask to speak in Operations department.

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 in which 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.

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. **Proposal not submitted on the specified HA Tender document will be rejected.**

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 60 days after the date of bid opening prescribed by HA-PAK. A bid valid for a shorter period may/shall be rejected by HA-PAK as non-responsive.
2. In exceptional circumstances, prior to expiry of the bid validity, HA-PAK may request that the bidders extend the period of validity for a specified additional period 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 filled document and send scanned copy of the bid, **(PDF format in one file)** brief profile of relevant projects done/experience (project name, project amount, Organization, date of completion), via this e-mail: PK-26-WFP.Tender@humanappeal.org.uk duly marking the subject line **Project Code: PK-26-WFP Tender** and Project Location.

The bidders will be responsible to submit Bank Guarantee/Call deposit/crossed cheque equivalent to 5% of total bid price in the name of the *Human Appeal* and attached a copy with bid documents, **while the successful bidders will submit the original copy of the call deposit at the time of receiving work order or signing the agreement.**

2. Deadline for Submission of Bids

- a) **Bids must be received by HA-PAK via the specified above-mentioned email ID as per the instructions of the bid, no later than at 5:00 PM on July 16, 2026.**
- b) HA-PAK may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents, 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

The bidding e-mail box will be locked after 15 days of bid notice published, so no late bids will be received by HA-PAK after the deadline for submission of bids.

E. Opening and Evaluation of Bids

1. Opening of Bids

Bids will be opened on July 20th 2026, at 2:30 PM. No bid shall be rejected at bid opening, except for late bids and incomplete bids.

2. Clarification of Bids and Contacting Bidders

A prospective bidder requiring any clarification of the bidding documents may notify the same mentioned e-mail only and no telephonic queries are allowed.

3. Preliminary Examination

HA-PAK will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the required guarantees/references have been furnished (if needed), 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:

- a) 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;
- b) 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

- c) 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.

- d) 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

- e) 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.
- f) 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.
- g) 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.
- h) 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 [$\pm$ 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 Contra

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

H. Penalty on Delay in Project Completion (As per agreed scheduled)

Sl No	Total Delay	% To be deducted from the contract value
1.	First 01 days	1.00%
2.	From 03 to 05 days	2.00%
3.	From 07to 10 days	3.00 %
4.	Above 10 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, 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.

i. Selection Criteria of Bids/proposal

INSTRUCTIONS – Bidders are required to complete all sections of the below table and mention the attached documents as an annexure 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 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		
6	Utility bill offices as physical evidence		
	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	Reference Check contact details provided (Name, Ph# & e-mail) If up to 4 provided = 4 If up to 3 provided = 3 If up to 2 provided = 2 If up to 1 provided = 1 If not provided = 0		

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 =6 Below the 50% of Budget = 4		
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 (01 Month) if 1 month or below = 6 if within 2 month = 3 if within 3 month = 1 if above 4 month = 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 =40 2nd Lowest Bidder =35 3rd Lowest Bidder=30 4th Lowest bidder=25 5 lowest Bidder = 20 above then 5th =10		
2	The Supplier provides bid security /Pay order / a bank guarantee relevant to the project If Yes =10 If No =05		
3	The Supplier asks to be paid advance payment in case selected for the project: If 0% advance=10 If 10% advance=03 If 20% advance=02 If 30% advance=01		
Note: Please attach all Scanned/PDF documents along with the bid/ offer/quotation in one zip folder with your organization and project names and send via the given email			Total Points=100

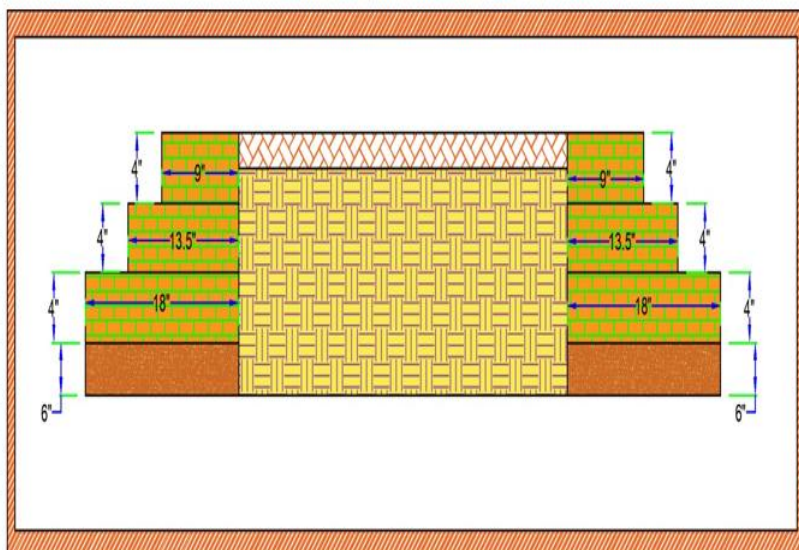
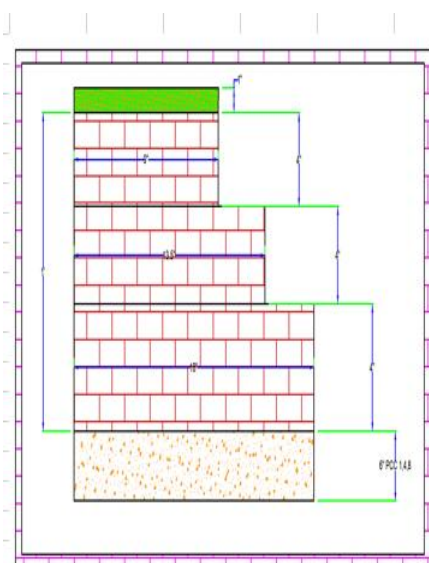
k. Offered delivery period schedule

Proposed Completion Time after Purchase order	1 month or below	Within 2 month	Within 3 month	4 month or Above
If other than above please Specify here...				

0% Advance payment	10% Advance payment	20% Advance payment	30% Advance payment

Section II. Schedule of Requirements

BOQ 01 (Code: 1479) Construction of Brick Masonry Edge Restraints for Tuff Tile Pavement Village Odhano Buriro, Union Council- Bachro, District Jacobabad						
S/No.	Activities	Unit	Quantity	Unit Rate PKR	Amount PKR	Remarks
1	Supply of Ordinary Portland Cement	Bags	397.50			10000 PSI (Lucky Cement)
2	Supply of good quality sand free from organic matters, clay & wild roots, leaves, (large Size Sand)	Cft	1371			
3	Supply of Angular Crush 3/4" to 1/2" size and well Graded free from Clay and Dust	Cft	2200			
4	Supply of 1st class brick (9"x4.5"x3.25")	Nos	6589			A-Class
5	Supply of Brick Ballast	Cft	318			
18	Provision of Skilled Labour	Man-days	5			
Total Amount in (PKR)						
Construction of Brick Masonry Edge Restraints for Tuff Tile Pavement Odhano Excavation: Total length: 400ft, width 2ft 6 inch & height 2ft 6 inch PCC work: Total length: 400ft, width 2ft 6 inch & height 6 inch Brick Masonry Edge Restraints: Total Length 400ft, width in steps (1 st step 18 inch width & height 4 inch, (2 nd step 13.5 inch width & height 4 inch, (3 rd step 9 inch width & height 4 inch) Top Coping: Total length 400ft, width 9 inch & height 1 inch						



BOQ 02: (Code 811) Construction of Brick Masonry Edge Restraints for Tuff Tile Pavement
Village Salih Buriro, Union Council- Bachro, District Jacobabad

S/No.	Activities	Unit	Quantity	Unit Rate	Amount	Remarks
				PKR	PKR	
1	Supply of Ordinary Portland Cement	Bags	201			10000 PSI (Lucky Cement)
2	Supply of good quality sand free from organic matters, clay & wild roots, leaves, (large Size Sand)	Cft	793			
3	Supply of Angular Crush 3/4" to 1/2" size and well Graded free from Clay and Dust	Cft	348			
4	Supply of 1st class brick (9"x4.5"x3.25")	Nos	10833			A-Class
5	Supply of Brick Ballast	Cft	189			
18	Provision of Skilled Labour	Man-days	10			
Total Amount in (PKR)						

Construction of Brick Masonry Edge Restraints for Tuff Tile Pavement

UC Bachro Village Salih Buriro,

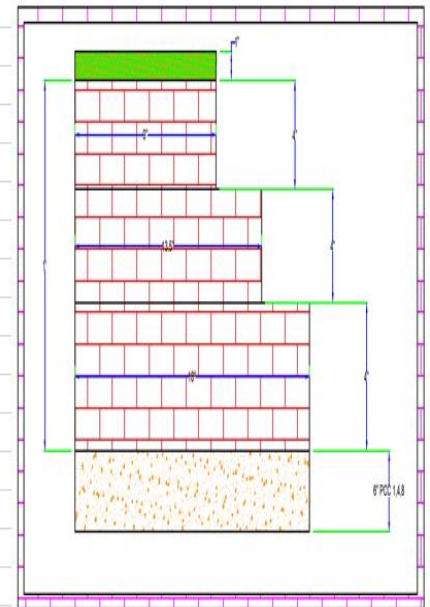
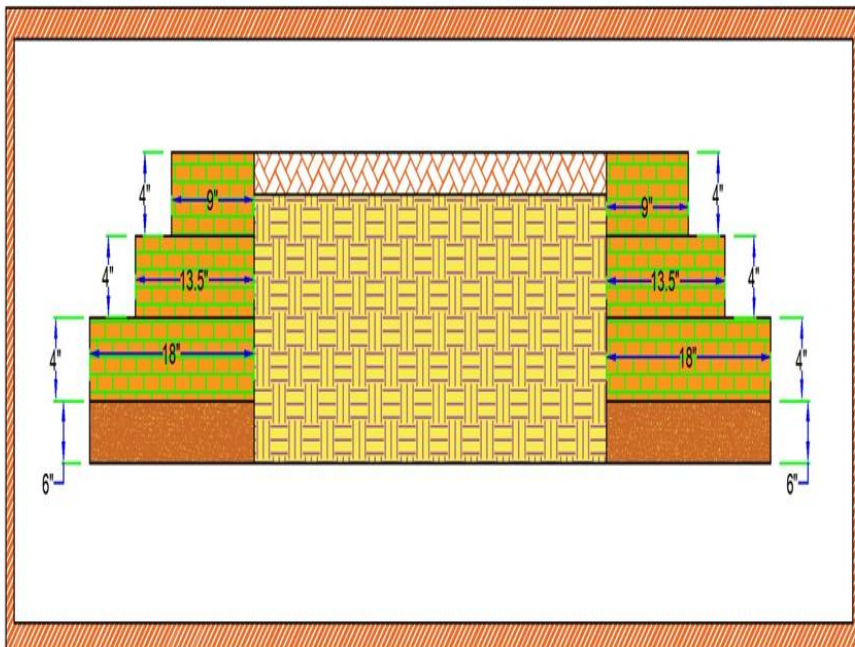
Excavation: Total length: 330ft, width 2ft 6 inch & height 2ft 6 inch

PCC work: Total length: 330ft, width 2ft 6 inch & height 6 inch

Brick Masonry Edge Restraints:

Total Length 330ft, width in steps (1st step 18 inch width & height 4 inch, (2nd step 13.5 inch width & height 4 inch, (3rd step 9 inch width & height 4 inch)

Top Coping: Total length 330ft, width 9 inch & height 1 inch



BOQ03: (Code : 2094) Construction of Brick Masonry Edge Restraints for Tuff Tile Pavement
Village Yaseen Brohi, Union Council- Kareem Bux, District Jacobabad

S/No.	Activities	Unit	Quantity	Unit Rate	Amount	Remarks
				PKR	PKR	
1	Supply of Ordinary Portland Cement	Bags	511			10000 PSI (Lucky Cement)
2	Supply of good quality sand free from organic matters, clay & wild roots, leaves, (large Size Sand)	Cft	2011			
3	Supply of Angular Crush 3/4" to 1/2" size and well Graded free from Clay and Dust	Cft	694			
4	Supply of 1st class brick (9"x4.5"x3.25")	Nos	29131			A-Class
5	Supply of Brick Ballast	Cft	1415			
18	Provision of Skilled Labour	Man-days	21			
Total Amount in (PKR)						

Construction of Brick Masonry Edge Restraints for Tuff Tile Pavement

UC Kareem BuxVillage Yaseen Brohi,

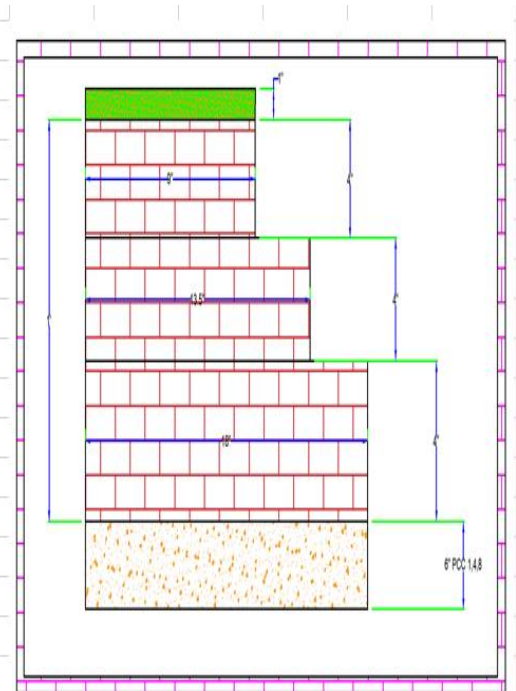
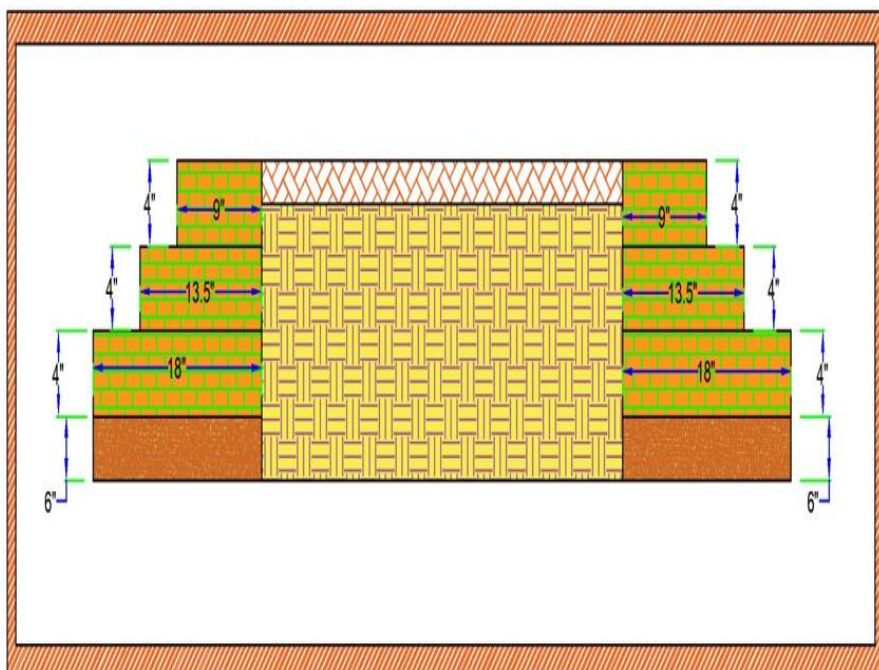
Excavation: Total length: 890ft, width 2ft 6 inch & height 2ft 6 inch

PCC work: Total length: 890ft, width 2ft 6 inch & height 6 inch

Brick Masonry Edge Restraints:

Total Length 890ft, width in steps (1st step 18 inch width & height 4 inch, (2nd step 13.5 inch width & height 4 inch, (3rd step 9 inch width & height 4 inch)

Top Coping: Total length 890ft, width 9 inch & height 1 inch



BOQ 04: Code 3612) Construction of Brick Masonry Retaining Wall in Cement Sand Mortar (1:4)
Village Odhano Buriro, Union Council- Bachro, District Jacobabad

S/No.	Activities	Unit	Quantity	Unit Rate	Amount	Remarks
				PKR	PKR	
1	Supply of Ordinary Portland Cement	Bags	850			10000 PSI (Lucky Cement)
2	Supply of good quality sand free from organic matters, clay & wild roots, leaves, (large Size Sand)	Cft	3972			
3	Supply of Angular Crush 3/4" to 1/2" size and well Graded free from Clay and Dust	Cft	567.32			
4	Supply of 1st class brick (9"x4.5"x3.25")	Nos	52172			A-Class
5	Supply of Brick Ballast	Cft	238.50			
16	Visibility Sign Board	Nos	1			
18	Provision of Skilled Labour	Man-days	92			
Total Amount in (PKR)						

Construction of Brick Masonry Retaining Wall in Cement Sand Mortar (1:4)

UC Bachro Village Odhano Buriro,

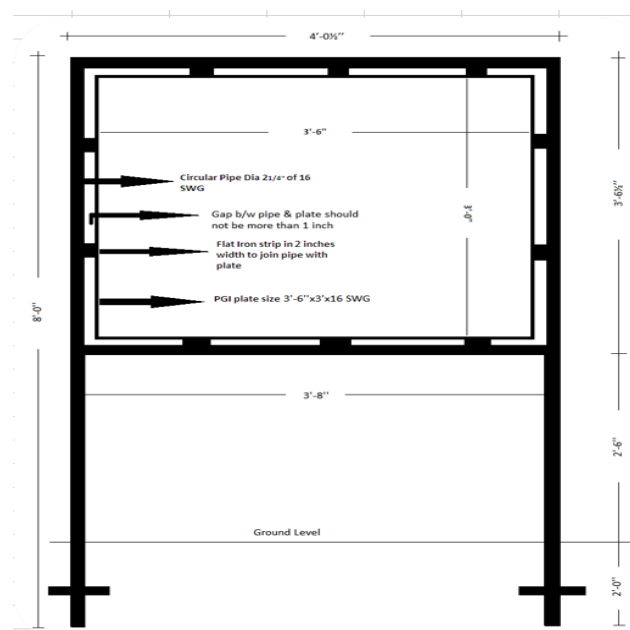
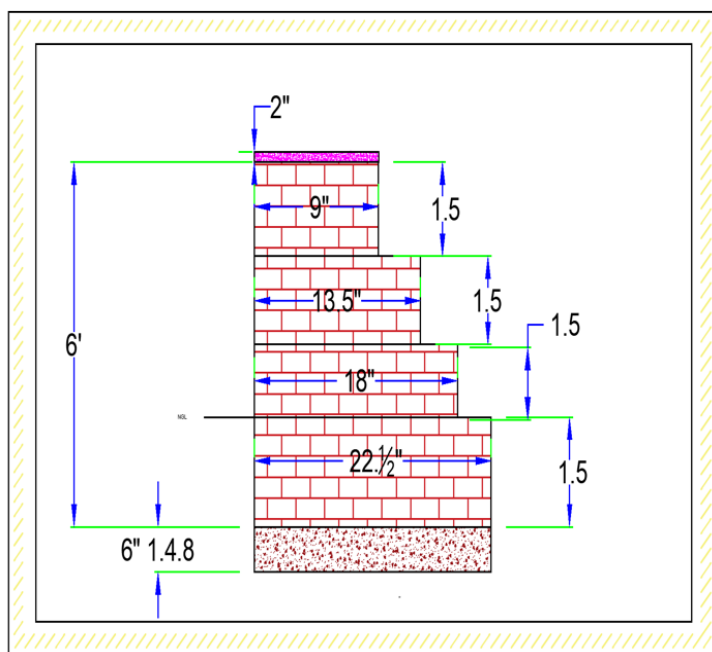
Excavation: Total length: 450ft, width 2ft 6 inch & height 2ft 6 inch

PCC work: Total length: 450ft, width 2ft 6 inch & height 6 inch

Brick Masonry:

Total Length 450ft, width in steps (1st step 22.5 inch width & height 1.5 inch, (2nd step 18 inch width & height 1.5 inch, (3rd step 13.5 inch width & height 1.5 inch, (4th step 9 inch width & height 1.5 inch)

Top Coping: Total length 450ft, width 9 inch & height 2 inch



BOQ-5: (Code 1360)Construction of RCC Pipe Culvert
Village Saleh Buriro,Union Council Bacho,District Jacobabad

S/No.	Activities	Unit	Quantity	Unit Rate PKR	Amount PKR	Remarks
1	Supply of Ordinary Portland Cement	Bags	21			
2	Supply of good quality sand free from organic matters, clay & wild roots, leaves, (large Size Sand)	Cft	125			
3	Supply of Angular Crush 3/4" to 1/2" size and well Graded free from Clay and Dust	Cft	150			
4	Supply of Angular stone 3" to 4" size and free from Clay and Dust	Cft	150			
5	Supply of 1st class bricks	Nos	150			
6	Supply of brick ballast of well burnt bricks	Cft	25			
7	Supply of Pre cast RCC Pipe of internal dia 3 Feet (Free from cracks).Pipe should be 6 feet in length	Nos	2			Good Quality
8	Erection and removal of Form work with Wood Surface Finishing for RCC or Plain cement Concrete in any shape - Position / Horizontal	Sft	25			
9	Polythene Sheet of 250 micron	Meter	4			
10	Skilled Labour (Man-days)	Man-days	7			
11	Un-Skilled Labour (Man-days)	Man-days	42			FFA Participants
Total Amount in (PKR)						

Construction of RCC Pipe Culvert UC Bachro Village alih Buriro

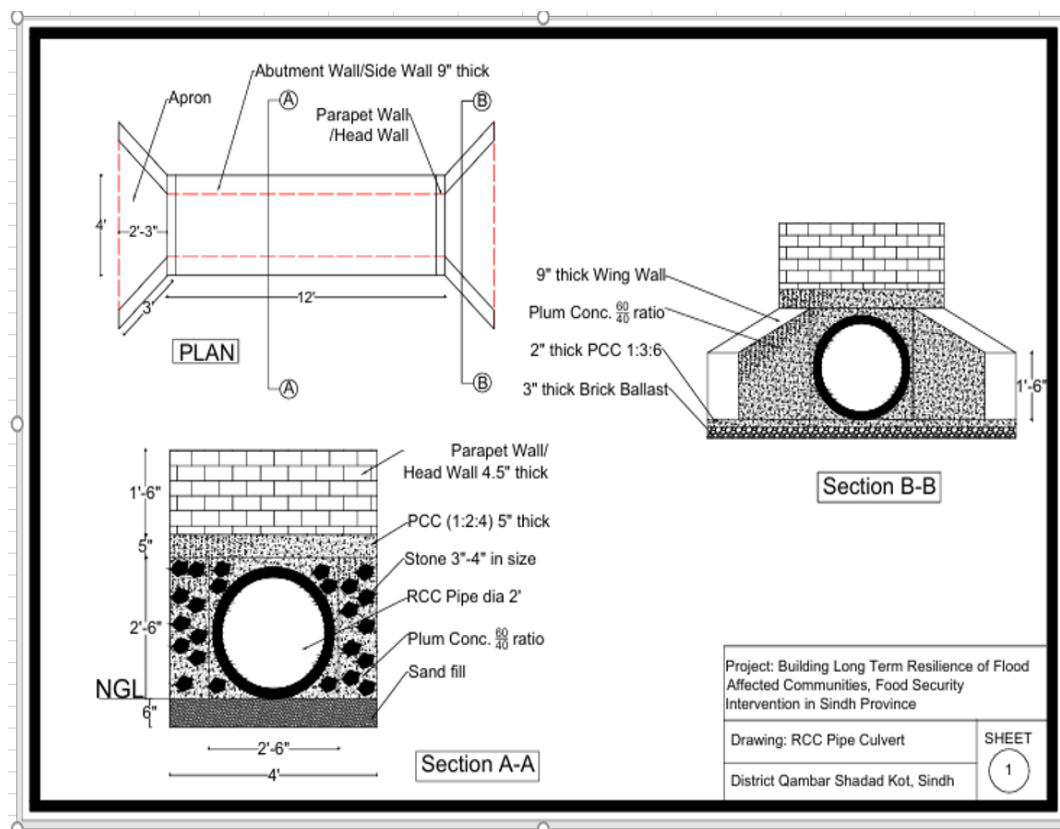
Excavation: Total length: 14ft, width 5ft & height 5ft

PCC work: Total length: 12ft, width 4ft & height 6 inch

Curve Walls: Total length 3ft , width 9 inch & height 5ft (04 curves)

RCC Pipe: Total length 12ft, dia 4ft (slabe ratio 1 to 4 , length 12ft & width 4ft & height 6 inch

Parapet wall: Total length 4ft, width 9 inch & height 1.5 ft (02 walls



BOQ- 06: (Code 3400) Tree Plantation Pathways UC Bachro & UC Kareem Bux in District Jackabad and UC Jamali & UC Khabbar In District QSK Sindh

S/No.	Item Discription	Unit	Quantity	Unit Rate	Amount
1	Supply of healthy green Moringa tree plants, 5-7 feet in height, free from diseases and pests.	NO	100		
2	Supply of healthy, green Conocarpus tree plants, free from disease (5-7 feet in height)	NO	100		
3	Supply of healthy, green PUCALY PTUS tree plants, free from disease (5-7 feet in height)	NO	100		
4	Supply of healthy, green ACACIA BABAR tree plants, free from disease (5-7 feet in height)	NO	100		
5	Supply of healthy, green DALBERGIA SISSOO (Shesham) tree plants, free from disease (5-7 feet in height)	NO	100		
6	Supply of healthy, green JUJUBE (BARI) tree plants, free from disease (5-7 feet in height)	NO	100		
Total Amount in (PKR)					

Section III. Questionnaire/Contact Form

1. Bidders Questionnaire/Contact Form

While the bid documents can be downloaded from the link <https://iapg.org.uk/construction-of-communal-infrastructure-schemes-wfp-project-sindh-province-pakistan/> and the website <https://www.iapg.org.uk/tenders/> 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-WFP Tender**) and send via this e-mail: PK-26-WFP.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 Phone7		

Please share the Latest and relevant work experience details (A)				
	Project-5	Project-6	Project-7	Project-8
Name of Organization				
Contact name and phone number,	Name: Ph #;	Name: Ph #;	Name: Ph #;	Name: Ph #;
Email				
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/Quotations Sent via Google Drive are not acceptable/accessable)				

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

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:		