

# **REQUEST FOR QUOTATION**

**Request No. RFQ # 20-0027**  
**Supply of Hot Dipped Galvanized Wire mesh**  
**Framework Agreement**

**ISSUE DATE:** 26 July 2020  
**DUE DATE/TIME FOR SUBMISSION:** 07 August 2020 / 05:00PM Local  
**SUBMISSION ADDRESS:** Operations Procurement Department – 11<sup>th</sup> Floor  
Ufone Tower Blue area Islamabad  
**AWARD CRITERIA:** Quality, Pricing, Payment on Credit and  
Delivery at site, Local Warranty  
**ANTICIPATED NO. OF AWARDS:** One or Multiple Award(s) against RFQ  
**MINIMUM PERIOD OF VALIDITY OF QUOTES:** 6 Months

**IMC Client: DFID**  
**IMC Contract: PO6292**  
**Place of Performance/Delivery: Islamabad, Pakistan**

**This RFQ comprises of two parts as detailed below (Complete Set should be submitted):**

**PART I – INTRODUCTION, GENERAL BACKGROUND & BIDDERS INSTRUCTIONS and Pro-forma Terms and Conditions**

**PART II - ANNEXES**

Annex A – **Bidder Detail** (TO BE COMPLETED & SIGNED BY YOU)

Annex B – **A Pricing Table** (TO BE COMPLETED & SIGNED BY YOU)

Annex C – **Business Ethics** (TO BE COMPLETED & SIGNED BY YOU)

## **PART I**

### **1. INTRODUCTION & GENERAL BACKGROUND**

IMC Worldwide Ltd is a UK-based consulting company delivering infrastructure donor-funded projects across the world. We have more than 50 years' experience and have worked in over 80 countries. IMC has a wealth of experience in project design, management and construction supervision. We have built our business on providing the technical and organizational expertise associated with the provision of infrastructure in developing countries, such as roads, bridges, housing, schools, transport and urban planning. We have experience of carrying out these services in response to natural disasters.

### **2. SPECIFIC REQUIREMENT**

IMC Worldwide Ltd is registered in Pakistan and has main offices in Islamabad, Lahore and Peshawar. We are currently delivering a large DFID-Funded, School Construction and Rehabilitation Programme (SCRIP), contract number PO6292. IMC Worldwide Ltd now invites sealed bids from eligible bidders for “**Supply of Hot Dipped Galvanized Wire mesh**” as per details stipulated in **PART II**.

Any contract placed as a result of this solicitation will be subject to the IMC Worldwide Limited Contract Terms and Conditions, a copy of which is enclosed at Appendix A, in addition to any conditions specified in these Instructions.

IMC Worldwide Ltd now invites sealed bids from eligible bidders as per details specified in Annex-B.

### **This RFQ includes these Instructions and three Annexes:**

#### INSTRUCTIONS FOR SUBMITTING QUOTATIONS

Annex A – Bidder's Details

Annex B – A Pricing Table.

Annex C – Business Ethics

### 3. TYPE OF AWARD

IMC Worldwide Ltd intends to enter into Framework Agreement for the item covered by this RRQ for the period of six Months (extendable subject to satisfactory performance & Programme needs).

### 4. SPECIFICATIONS AND SOURCE SELECTION

Award will be made on the basis of technical capability, and price (value for money) incorporating the criteria set forth in Paragraph 10, below. In order to be considered for award, bidders must respond to all the requests and requirements of this RFQ. Bidders must be able to demonstrate their ability to deliver the requirements set out in Annex-B.

### 5. CONTENT AND FORMAT OF YOUR QUOTATION

In order for IMC Worldwide to conduct the most efficient and thorough analysis of Bid received, Service Provider(s) are requested to format their Bid documents as follows:

#### Contents of the Quotation

The bid document will be submitted in one envelope, containing general and financial portion of bid documents.

#### a) General Part:

1. Letter (one page) signed by a person authorized to bind your firm and act on your behalf.
2. Bidders must provide their NTN.
3. Certified copy of the company registration certificate.
4. Audited financial statements for the last year. (Optional)
5. Company Brochure or Profile
6. Statement of satisfactory Performance from Top three (03) Clients in terms Contract value and Performance and references with contact details.

#### b) Financial Part:

All pricing must be filled in as per Annexure – B – Pricing Table.

All costs must be quoted in Pakistani Rupee (PKR)

### 6. GUIDELINES & NOTICES FOR YOUR QUOTATION

The following conditions, guidelines and notices are included to assist you in preparing a competent proposal; all of which should be reflected in your submission.

#### Technical Compliance

Bidders are required to review and confirm specifications for each item as presented in Annex B. In your quotation, please ensure that your responses use plain language, are concise and unambiguous, and deliver full information. Provide additional information if it is useful to this process.

#### Pricing

Please complete and return the table(s) provided in Annex B. Prices are to be valid for six months. They must include all applicable taxes.

Bidders should quote separately any recommended options, spares, and supplies not specifically addressed or required in the RFQ. Bidders shall note any exceptions to the specifications.

### **Fixed Unit Pricing**

IMC expect your prices in the financial proposal to cover all costs and expenses that you will charge for the provision of the goods, should you be selected. The only circumstance under which IMC will accept any price changes from what is included in your quotation, or will accept additional charges beyond what is included in your quotation, is if IMC modifies the quotation requirements. Please answer all questions in the attached annexes that cover all components you will be bidding on. If you provide pricing for any component, it means that you are capable of providing the required item. We will also understand that all pricing include any necessary customizations, or customization costs are listed as a separate line item elsewhere. Otherwise, we will understand that there are no additional costs associated with those items. Please provide explanations / assumptions where necessary to help us develop a better understanding of your pricing.

### **Payment Conditions**

All payments will be made in PKR by bank transfer/banker cheque within 15 working days after successful delivery of goods / services. The Supplier shall be liable to pay all taxes, duties, levies and other charges which are due on the basis of national legislation. Such payments need to be separately shown on all invoices, receipts, claims etc. together with appropriate evidence.

### **No Obligation to Award**

IMC may reject any or all offers if such actions are in the best interests of IMC, DFID or the Host Country and waive informalities and minor irregularities in offers received.

### **Multiple Awards**

IMC may accept any item or group of items of a proposal, unless the Service providers qualifies the proposal by specific limitations such as “all or none”. IMC reserves the right to make an award on any item for a quantity less than the quantity proposed, at the unit prices proposed, unless the Service providers specifies otherwise in the proposal. Quotations will be evaluated on the basis of advantages and disadvantages to IMC and DFID in making multiple awards or awarding less than full quantity.

### **Language**

Service Provider(s) shall provide documentation in English.

### **Principles of Conduct Clause:**

Service Provider(s) seeking to work with IMC shall agree to abide by IMC Business Code of Ethics attached in Annex – C.

If at any time during the procurement process IMC determines that the Supplier is in violation of the above mentioned principles, that Supplier’s proposal may be rejected as ineligible. All costs in relation to the cancellation of tender/Agreement shall be borne by the Supplier.

## **7. INDEMNIFICATION**

### **7.1 Indemnity by Supplier**

The Supplier shall indemnify the Consultant and its Client (DFID, “Department for International Development, Government of the United Kingdom”) against each and every liability which the Consultant or the Client may incur to any other person whatsoever and against the adverse effects of all claims, including claims by third parties, to the extent that the same arise as a result of the Supplier’s breach of the Agreement or however such an event may arise.

### **7.2 Indemnity by Supplier in relation to its employees/staff**

In the event of an accident involving the Supplier’s staff hired under this Agreement, the Supplier shall be solely responsible for any third party claims. The Consultant shall not be

liable for any third party claims. Notwithstanding anything contained in this contract, the Supplier shall be solely liable for personal compensations, injury, death, or property damage occurred by any of its staff hired under this contract. The Supplier shall possess an insurance policy covering all such eventualities. Both Parties agree that the Supplier's staff hired under this contract shall not be considered employees of the Consultant. The Consultant shall not be liable or bound to any employee of the Supplier who fail to observe or act in a manner which would violate the applicable laws, rules, regulations and notifications of the Government of Pakistan.

#### 7.3 Financial Limit of Compensation

The liability of the Supplier to the Consultant, will be of those covered under insurance policy(ies) owned, and that of covering under clause 9.1 and 9.2

#### 7.4. Liability for Patents and Copyrights

The Supplier shall be liable for any violation of legal provisions or rights of third parties in respect of patents and/or copyrights introduced in documents prepared by it.

### **8. COMPLIANCE WITH LOCAL LAWS & REGULATIONS**

Supplier shall strictly ensure that it and its officers, directors, employees, agents, consultants and subcontractors avoid (1) any action in violation of (or that might reasonably be considered to be in violation of) U.K. & Pakistan Government or other applicable laws, regulations, rules and policies relating to ethics, integrity and proper business practices; and (2) any corrupt practice (including without limitation the offering, giving, receiving or soliciting of anything of value to influence the action of any public official or any officer, employee or director of IMC or Supplier) or fraudulent practice (including without limitation misrepresentation of facts to influence a procurement action or Order execution or administration), to the actual or potential detriment of IMC, the Government, or the Cooperating Country. If an issue should arise concerning compliance with this Article, Supplier shall immediately provide IMC with written notice describing the issue, all pertinent facts as known on the date of the notice, any conclusions reached by Supplier as of that date, and any corrective actions proposed. Failure to respond aggressively and appropriately to such issues may be treated by IMC as a material Contract breach. Supplier shall indemnify and hold IMC harmless for any costs, delays, losses, damages or other liabilities (including without limitation reasonable costs and fees of attorneys and expert consultants and costs and fees incurred in connection with Government investigations) incurred by IMC as a result of any occurrences covered by this Article, or any allegations relating to purported occurrences of this nature

### **9. Force Majeure**

Neither Party will be liable for any loss, damage, cost, delay or failure to perform resulting from causes beyond its reasonable control including, but not limited to, acts of God, fires, floods, earthquakes, strikes, insurrections, riots, lightening or storms. If a force majeure event occurs, the duration of the Agreement shall be extended by a period of time equal to the amount of time of the force majeure event. However, if the event increased two months of the force majeure, the Contracting Authority shall have the right to terminate this Contract without incurring any liability or damages.

## 10. EVALUATION CRITERIA FOR AWARD

Award will be made on the basis of the lowest (economical) priced proposal that meets or exceeds the acceptability standards (which shall include past performance and a demonstrated ability to meet the technical requirements). The evaluation will take into account Economy, Effectiveness and Efficiency in order to deliver Value for Money.

**A. Price** - The “lowest (economical) price technically acceptable source selection process” is considered appropriate by IMC. This evaluation takes into account “Economy”. Prices must be appropriately itemized, reasonable and firm.

**B. Acceptability** will be based on ability to demonstrate they can meet with the required specifications, past performance and three positive references. This assessment takes into account “Effectiveness” and “Efficiency”.

### Discussions and Pre-Award Communications

IMC reserves the right to conduct clarification discussions with all acceptable bidders whose price Bids are considered reasonable and within a competitive range. Award may, in the interest of expediency, be made without discussions so that bidders are encouraged to submit their best prices in their Bids.

Communications may be conducted to enhance IMC’s understanding of Bids; allow reasonable interpretation; or facilitate the IMC evaluation process. Such communications will not be used to cure bid deficiencies or material omissions, materially alter the technical or cost elements of the proposal, and/or otherwise revise the proposal.

## 11. SUBMISSION OF BIDS

Your Bid must be submitted in a **sealed envelope** marked with **“RFQ-20-0027 Supply of Hot Dipped Galvanized Wire mesh”**. All the pages of this RFQ should be signed as a commitment to agree with the terms and conditions mentioned therein and these should be submitted along with the offer and dispatched at below address on or before deadlines;

**07<sup>th</sup> August 2020, 1700 HOURS (PAKISTAN STANDARD TIME)** to the following address:

**Attention: Senior Procurement and Admin Officer**  
**Operations Procurement Department**  
IMC Worldwide Ltd  
Ufone Tower, 11<sup>th</sup> Floor Blue Area Islamabad

### Note:

- 7 Please note that NO pricing information must appear sealed envelope.
- 8 Offers not addressed properly or received after deadline will not be considered.
- 9 Submission of quotation(s) doesn’t mean Award of contract by IMC Worldwide.
- 10 IMC Worldwide HUMQADAM has a ‘zero tolerance’ approach to all forms of corruption.
- 11 IMC may accept any item or group of items of a proposal, unless the Vendor qualifies the proposal by specific limitations such as “all or none”. IMC reserves the right to make an award on any item for a quantity less than the quantity proposed, at the unit prices proposed, unless the Vendor specifies otherwise in the proposal.

## 12. QUESTIONS

Technical inquiries and/or requests for clarification to this offering must be made in writing (via e-mail) to the Sr. Procurement and Admin officer at [ops.procurement@humqadam.pk](mailto:ops.procurement@humqadam.pk). Answers to questions received by IMC will be forwarded to all participating bidders. Deadline for asking queries is three working days prior to RFQ submission deadline.

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I, on behalf of M/S \_\_\_\_\_ duly sign and agreed to the above clauses and sub-clauses, and are offering to supply Wire mesh as per the specifications mentioned below.

Signed on behalf of the Service Provider:

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Name:

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Title/Designation:

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Company Seal:

## ANNEX - A

### To be Filled by Bidder (COMPULSORY)

#### **Details of Bidding Company:**

1. Company Name: \_\_\_\_\_
2. Company Authorized Representative Name: \_\_\_\_\_
  - 2.1 Authorized representative CNIC # \_\_\_\_\_
3. Company Registration No: \_\_\_\_\_  
No/Country/ Ministry
4. Company G.S.T Number (if registered) & NTN Number: \_\_\_\_\_ / \_\_\_\_\_
5. Company Specialization: \_\_\_\_\_
6. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Country/Governorate./City/St name/Shop-Office No
- a. Contact Numbers: (Land Line: \_\_\_\_\_ / Mobile No: \_\_\_\_\_)
7. E-mail Address: \_\_\_\_\_

I undersigned \_\_\_\_\_, agree to provide IMC Worldwide, with items answering the following specifications on Annex - B, according to the general conditions and responsibilities that I engage myself to follow.

#### **BIDDER'S COMMENTS/REMARKS:**

1. \_\_\_\_\_
2. \_\_\_\_\_

#### **BIDDER'S TERMS AND CONDITIONS:**

1. Validity of the offer: \_\_\_\_\_
2. Terms of delivery: DDP (All Cost & Duties paid)
3. Payment Terms: \_\_\_\_\_

Name of Bidder's Authorized Representative: \_\_\_\_\_

Authorized Signature and Stamp: \_\_\_\_\_

Date: \_\_\_\_\_



S. No	Item Description	Form	Quantity	Unit Price PKR (Inclusive of All & Delivery at Site)	Total Price PKR (Inclusive of All & Delivery at Site)
1	<b>Description:</b> Hot-Dipped Galvanized (Galvanized Before Welding – GBW) Welded Wire Mesh <b>Size:</b> ¾” Square Hole Mesh; Roll size 6’ wide x 50’ long (300 sq. feet) <b>Wires:</b> Diameter 0.065” or 1.65 mm +/- 0.15 mm; Minimum 30 KSI strength; Galvanization of 80 +/- 5 grams/square meter (75/gm/m2 minimum)	SQFT	50,000 sqft (minimum) to 250,000 sqft (maximum)		
2	Delivery Charges to Islamabad (If any)	SQFT	1		
<b>Total Price Inclusive of all taxes and delivery at place in PKR</b>					

**Documents Required with Quotation on Company’s Letter Head:**

- Delivery time for production of 50,000SQFT wire mesh.
- Complete delivery time for production of 250,000 SQFT.
- ISO certifications of the company.
  - Test reports (Galvanization test, diameter/gauge conformance, weld strength & overall strength of mesh).
- Weekly production capability evidence.
- Company profile.
- Evidence of the QMS.
- Sample of the quoted item.

S. No	Delivery Location	Delivery Time in Calendar Days
1	<b>Islamabad</b>	

<b>Bank Account Title</b>	
<b>Bank Account No.</b>	
<b>Bank Name</b>	
<b>Branch Address</b>	
<b>Branch Code</b>	

Name of Bidder’s Authorized Representative: \_\_\_\_\_

Authorized Signature and Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

S. No	Delivery Location	Delivery Time in Calendar Days
1	<b>Islamabad</b>	

## ANNEX C

IMC's Business Ethics Policy and Code of Ethics as detailed below:

### BUSINESS ETHICS POLICY

Business integrity is a consistency of form in conduct and behavior that, for any firm that seeks to achieve it, earns the respect of its peers and the trust of its clients. Reinforced by a robust code of ethics, business integrity can be achieved in the application and enforcement of a set of guiding principles governing the actions of the firm, its staff and business partners.

IMC Worldwide Ltd has a policy that outlines its approach to business integrity in two parts: a **Code of Ethics** and a **Code of Conduct**.

Our **Code of Ethics** outlines the ethical principles of IMC and its staff, representing the aspirations of the firm at the business level. Our **Code of Conduct** translates these principles into practical guidance that empowers IMC, its staff, its business partners and their employees to realise these aspirations.

Our **Business Ethics Policy** – the combination of these codes – has been developed and enforced for the practical purpose of protecting IMC, its staff and business partners from **acts of corruption** and the potential criminal liabilities incumbent upon us should we find ourselves party to such acts. Specifically, it recognises the responsibilities of IMC as a UK-registered firm under the UK Bribery Act 2010, and its responsibilities in accordance with the relevant laws, statutes and codes applicable in the countries in which we operate. IMC will amend this code as and when necessary to reflect changes in national legislation, international agreements etc.

As part of our commitment to achieving the principles laid down in our Code of Ethics, IMC has assigned a board-director responsible for monitoring the application of our Code of Conduct on all projects undertaken by the firm. As Managing Director and Board Director responsible for Business Compliance and Ethics, Mr Gavin English is charged specifically with ensuring the firm maintains its commitment to combat corruption, and continues to promote a zero-tolerance approach on the issue to our clients and business partners.

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## **CODE OF ETHICS**

*In all our endeavours, IMC Worldwide Ltd and its staff pledge that we will:-*

### ***Accept the responsibilities of our Profession...***

- At all times uphold the dignity, standing and reputation of our Profession, 'leading by example' as advocates of good governance and strong moral/ethical codes of practice;
- Act with impartiality, and in the legitimate interests of our client(s) at all times when providing professional advice, judgement or decision;
- Apply due skill, care and technical diligence in services rendered to our client(s), imparting knowledge at levels consistent with technological progress, changes to legislation, multilateral agreements on aid and sustainable development etc.;
- Recognise that many of the countries and communities we work-in are in need of our help, seeking solutions that are compatible with the Millennium Development Goals (MDGs) and the principles of economic, social and environmental sustainability;
- Advocate and adhere to core labour standards as outlined in the International Labour Organisation (ILO) Declaration on Fundamental Principles and Rights at Work (1998), seeking to eliminate forced, compulsory and child labour, and protect the rights of the individual; and
- Perform all services with integrity, and conduct ourselves with the professionalism expected of a firm with our international standing, reputation and experience.

### ***Promote transparency and fairness in Procurement...***

- Advocate the concept of "selection by ability" for individuals, seeking to eliminate discrimination based on gender, age, race, political, social or cultural backgrounds;
- Advocate the concept of "selection by ability" for firms and organisations, adhering to the principles of fair and transparent procurement throughout the tendering process;
- Refrain from bidding for and/or performing any service unless judged competent to do so;
- Neither wilfully attempt, or otherwise sanction attempts to influence the decision of any tendering body through deliberate misrepresentation of ability, or other acts of corruption including bribery and extortion;
- Neither carelessly or intentionally do anything to injure the reputation of a third-party, nor attempt to prejudice the appointment of rival individual/firm through negative campaigning; and
- Engender a sense of trust and respect with all consultants and firms associated with IMC in mutual appreciation of our professionalism, and of our duty to the client.

### ***Adopt a rigorous stance on corruption...***

- Promote a 'zero tolerance' approach to all forms of corruption;
- Ensure continuing compliance with the UK Anti-Bribery Act (2010) and any relevant national legislation governing the operations and actions of firms/individuals in the countries where we work;
- Perform appropriate due diligence on all potential partners, and refuse to associate with any firm, or employ any individual suspected of corrupt behaviour/practice;
- Ensure all staff, contractors and business partners are (i) regularly reminded of our strict policy on corruption, and (ii) agree, by contract, to adhere to our 'Code of Conduct' when working on opportunities and projects with IMC;
- Provide context-appropriate Anti-Corruption training to all staff (including IMC staff, independent consultants, and consultants and contractors staff where appropriate) to reinforce the responsibilities incumbent upon them as representatives of IMC;
- Maintain and review 'whistle-blowing' procedures for the reporting of observed acts of corruption/bribery/fraud/extortion, and communicate these procedures to all s IMC staff, independent consultants, and consultants and contractors staff;
- Immediately report to the relevant authority any known act of corruption, fraud or bribery committed by its staff, contractors, partnering firms or any third-party agent in the course of their commission on any lead, bid or project;
- Suspend any employee suspected of committing a corrupt offence, subsequently terminating their contract should any later investigation find they have acted in direct contravention of our 'Code of Conduct'; and
- Cooperate fully with any legitimately constituted investigative body which make inquiry into the administration of our business.

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### **CODE OF CONDUCT**

*In our conduct on the **School Construction & Rehabilitation Components for Khyber Pakhtunkhwa & Punjab Education Sector Programmes** IMC Worldwide Ltd, its staff, its business partners and all independent consultants pledge that:-*

#### **WE WILL:**

- ...adopt a 'zero tolerance' approach to all forms of corruption;
- ...ensure compliance with all UK, international and national anti-bribery legislation governing the operations and actions of firms/individuals;
- ...engender a sense of trust and respect with all partner firms;
- ...perform all services with integrity and adhere to the principles of fair and transparent procurement;
- ...apply due skill, care and technical diligence in services rendered to our client(s);
- ...undertake appropriate due diligence on suppliers;
- ...ensure all staff and suppliers are (i) regularly reminded of our strict policy on corruption, and (ii) agree, to adhere to the principles laid down in IMC's 'Business Ethics Policy';

- ...ensure all staff and suppliers involved in project delivery complete the IMC Anti-Corruption training course;
- ...ensure staff and suppliers are aware of and understand the ‘whistle-blowing’ procedures for the reporting of observed acts of corruption/bribery/fraud/extortion;
- ...ensure staff and suppliers are aware of and understand the procedures for reporting any known act of corruption, fraud or bribery;
- ...immediately suspend any employee suspected of committing a corrupt offence pending further investigation; and
- ...cooperate fully with any legitimately constituted investigative body which make inquiry into the administration and management of the bid or project.

**AND WE WILL NOT:**

- ...wilfully attempt, or otherwise sanction attempts, to influence the decision of any tendering body through deliberate misrepresentation of ability, or other acts of corruption including bribery and extortion;
- ...carelessly or intentionally do anything to injure the reputation of a third-party, nor attempt to prejudice the appointment of rival individual/firm through negative campaigning;
- ...become involved in any activity which will, or might, involve dishonesty;
- ...comply with any direct instruction to act dishonestly;
- ...instruct any other person to act dishonestly or to knowingly commit any act of Corruption, Bribery, Extortion or Fraud;
- ...give or accept gifts, payments or other benefits – including exchange of favours – if the intention is to improperly influence actions or decisions;
- ...attempt to have claims/payments approved in any way other than the legitimate and officially recorded means; or
- ...dishonestly provide, conceal, or approve work, materials, equipment or services which are not of the quality and quantity required under contract.

<p><b>Service Provider</b></p> <p><i>Name:</i></p> <p>.....</p> <p><i>Signature:</i></p> <p>.....</p> <p><i>Full Name:</i></p> <p>.....</p> <p><i>Designation:</i></p> <p>.....</p> <p><i>Date:</i></p> <p>.....</p>
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