TENDER NOTICE NO. PEF/FAS/2014/001

Outsourcing of Books Distribution Activity to PEF Partner Schools for Academic Session 2014-15

The Punjab Education Foundation (PEF) provides free textbooks (FTBs) to its approx. 3500 partner schools in Punjab every year. For Academic Session 2014-15, the PEF intends to carry out this activity in 14 Districts of Punjab namely Lahore, Rawalpindi, Khushab, Chakwal, Jhang, Multan, Muzafargarh, Bahawalpur, Bahawalnagar, Lodhran, Vehari, Dera Ghazi Khan, Rahim Yar Khan & Rajanpur. The books will be suppliedby PMIU to all 14 destinations and the firm will be responsible to make all necessary arrangements in these Districts. The distribution activity will be split into three phases. The firm will be responsible to perform following activities:

1. The unloading of books from containers at 14 above mentioned destinations. Total 5.163 Million no. of books will be unloaded and distributed among PEF partner schools in all Phases.
2. The book distribution will take place in three phases as per following details:
   i. Phase One: Delivery of Books to All Classes except Class 8th
   ii. Phase Two: Delivery of Books to Class 8th
   iii. Phase Three: Delivery of Books to 200 (approx) new FAS-Phase-VIII partner schools
3. To ensure the quantity of unloaded books as mentioned in billy.
4. To place/arrange these books in warehouses nominated by PEF in all districts.
5. To make seating arrangements for about 5 PEF officers/officials and representatives of PEF partner schools. The sitting arrangements include the tentage, chairs, tables, and plain water bottles.
6. Arrangement of generator (if required) in order to ensure continuous electricity supply at distribution point for smooth functioning.
7. To provide refreshments to PEF partners and PEF staff. The refreshment will include juice and patties/sandwiches etc for partners and lunch for PEF staff.
8. The left over books shall be delivered to the incharge of PEF Central Warehouse at Gulberg, Lahore. The transportation charges incurred for this activity will be paid by PEF on actual basis.

Sealed Technical & Financial Proposals are invited from the firms in accordance with Clause 36(B), PPRA Rules-2009, “Single Stage Two Envelop Bidding Procedure.”

General Terms & Conditions for Submission of Proposal:

1. The proposals must reach to Director (HR) PEF Secretariat building, 78-B1, M.M. Alam Road, Near KFC, Gulberg III, Lahore on or before March 3rd, 2014 (till 10:00 am).
2. Technical Proposals will be opened by a committee on the same day at 11:00 am in the Board Room of PEF, in presence of bidders or their authorized representatives who wish to witness the bid opening. After the technical evaluation, Financial Proposals of only technically qualified companies shall be opened on a date/time to be announced subsequently.
3. The bid security equal to 3% (Three Percent) of the tender price must be attached with the Financial Proposal in the form of Pay Order/ Demand Draft in favour of Punjab Education Foundation.
4. The bid validity period shall be 90 days.
5. The Financial Proposal shall be inclusive of all taxes.
6. The companies must be registered with Sales Tax and Income Tax Department (if applicable). Copy of NTN Certificate & Sales Tax Certificate should be provided.
7. Must have working experience on similar type of at least five successful projects with the public/private sector with at least one in public sector.
8. Firm must provide list of their valued clients in Government/Public Sector, along with their Contact Names, Addresses, and telephone numbers.
9. Must provide Financial Statements/Revenue Statements/Bank Statements of last 3 years.
10. Punjab Education Foundation reserves the right to reject any or all the proposals, submitted in response to this tender notice prior to acceptance.
11. Incomplete proposals shall be rejected.
12. This Tender Notice has also been posted on both PEF website <www.pef.edu.pk> and PPRA website <http://ppra.punjab.gov.pk>