

BIDDING DOCUMENTS

FOR

TRANSPORTATION OF PERSONAL EFFECTS OF THE CONSUL GENERAL

**Head of Chancery
Consulate General of Pakistan,
7880 - Keele Street, Unit 14, Vaughan, Ontario, L4K 4G7,
Toronto (Canada)**

**Phone: +1-905 532-0042-43
Email: pareptoronto@mofa.gov.pk
pakconsulate@pakmission.ca**

13 June, 2023

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Section-I: Invitation to Bid

Consulate General of Pakistan
Toronto

TENDER NOTICE

Consulate General of Pakistan Toronto (Canada) invites bids from experienced and well reputed Movers and Packers for transportation of personal effects of the Head of Mission from Montreal port to Pakistan House, Toronto as per list of goods given in the bidding document.

2. The bidding document containing relevant details can be obtained from the address mentioned below on any working day during office hours. Alternately, the same can be downloaded from the website of the Public Procurement Regulatory Authority: www.ppra.org.pk.
3. Single stage – one envelope procedure will be followed. All bids received shall be opened and evaluated in the manner prescribed in the bidding documents.
4. Bids must reach the Consulate General of Pakistan, Toronto, at the address given below, before 1000 hours (Toronto Time) on 29th June, 2023 either through personal delivery or registered post/courier, and will be opened the same day at 1030 hours in the presence of bidders or their authorized representatives.
5. The Consulate General of Pakistan Toronto reserves the right to accept or reject any bid in accordance with PPRA Rules.

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SECTION - II: Terms & Conditions

- 1) This may be treated as International tender in terms of Clause 13(1) of PPRA Rules, 2004, and will be governed by, inter-alia, the definition / procedure of e-tender / e-procurement as stipulated in clause 2(1) (ga) and Clause 7A of the PPRA Rules, 2004.
- 2) The bids will be governed by Single stage – One envelope procedure. The bid shall comprise a package containing the financial proposal.
- 3) The Bid Opening Committee will open the bids on 29th June 2023 in the presence of bidders or their representatives.
- 4) The bids will be evaluated on the basis of "Least Cost Method".
- 5) The Bid validity period shall be 15 days from the date of bid opening, and the firm will ensure delivery of goods/items within a period of 30 days from the issuance of the work order.
- 6) Bidders shall quote the rates in Canadian Dollars with all applicable taxes. Use of white fluid or over-writing will not be accepted.
- 7) The mover & packer will arrange transportation of goods / items from Montreal port to the Residence of the **Consul General of Pakistan, Toronto located at 10 Montford Drive, North York, Toronto ON M2M 3H3.**
- 8) The successful bidder shall submit bid securing declaration on the format prescribed by the PPRA as stipulated in Rule 25 of Public Procurement Rules 2004.
- 9) The successful bidder may discharge its obligations itself or through its authorized agent, duly notified in writing.
- 10) The Consulate General reserves the rights to accept or reject any or all bids in accordance with existing PPRA-Rules.

Section - III: Instructions to Bidders

1. All bidders should understand and know the exact nature, type and quantum of work before submitting their bids.
2. If the bidder(s) need(s) any clarification / information, he/she should contact the Consulate General before the date of opening of bids at the contact details provided in Section I.
3. Prices quoted in the bid should be inclusive of all applicable taxes.
4. Quoted prices must be mentioned in words and figures both. In case of any error, price quoted in words will govern. Any proposals with over-writing or cutting will not be accepted and the bid will be rejected.
5. Each and every page of the tender document must be signed and stamped by the bidder or should be on the letterhead of the firm.

SECTION - IV: EVALUATION CRITERIA

The bids will be evaluated on the basis of "Least Cost Method".

SECTION - V: List of Goods / Bill of Quantities

S. No	Description	Quantity
1	20 feet container	01

Certified that the List of Items/ Bill of Quantities (BoQs) is serially numbered.

Consulate General of Pakistan, Toronto

SECTION - VI: FORM OF BID

(To be filled, signed and stamped by the bidder, OR to be submitted on Letter- head of the firm)

	Price (in CAD)
Total Price transportation (port to door)	
All Applicable Taxes	
Grand Total in Words:	

Signature: _____

Stamp: _____

Date: _____

SECTION - VII: Undertaking by the Bidder

Each bidder shall submit and undertaking as per specimen below regarding accuracy of information provided and to the effect that the firm is not involved in any illegal activity:

Undertaking

(To be filled, signed and stamped by the bidder, OR to be submitted on Letter- head of the firm)

It is certified that the information furnished herein and as per the documents submitted is true and correct to the best of my knowledge and nothing has been concealed or tampered with.

2. We have gone through the conditions of tender / bidding documents and are liable to any legal action for furnishing false information / documents.

3. We hereby undertake that we have not been blacklisted or rendered ineligible for corrupt and fraudulent practices, or other reasons(s), by any private organization or government organization.

SIGNATURE:

STAMP/SEAL OF THE FIRM (OR ON LETTER-HEAD OF THE FIRM):

DATE:

SECTION - VIII: Bid Securing Declaration

(To be filled, signed and stamped by the bidder, OR to be submitted on Letter- head of the firm)

Date: _____

Bid No.: _____

To: Consulate General of Pakistan, Toronto (Canada)

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however, without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid.
- (b) Disagreement to arithmetical correction made to the Bid price; or
- (c) Having been notified of the acceptance of our Bid by the Procuring Agency during the period of bid validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security, if so required by the procuring agency or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight (28) days after the expiration of our Bid.

Signature: _____

Name of the Firm: _____

Dated: _____

Seal/ Stamp (Or on Company Letter
head):