



INVITATION TO TENDER

TO:

The Construction Suppliers,

Date of issue:	07 Dec 2025
Tender no.:	005
Contract title:	Hand Pumps
Closing date:	12-12-2025 till 5pm
Tender opening:	15-12-2025 10am
Contracting Authority:	Strengthening Participatory Organization - SPO Building No. 1-B, Street 26, G-9/1, Islamabad Contact person: Sumbal Naz. Tel: +92 51 8736194 Email: sumbal@spopk.org

STRENGTHENING PARTICIPATORY ORGANIZATION INVITES YOU TO TENDER FOR SUPPLY AND INSTALLATION OF HAND PUMPS BY DEC 12, 2025

Please find enclosed the following documents, which constitute the tender dossier:

A – Instructions to tenderers

B – Draft Contract including Annexes:

Annex 1: Technical data form (to be completed by the tenderer)

Annex 2: Tender Submission form (to be completed by the tenderer)

Annex 3: Tender guarantee (to be completed by the tenderer)

If this document is a PDF format, upon request a complete copy of the above documents can be forwarded in a WORD format for electronic completion. It is forbidden to make alterations in the text.

We should be grateful if you would inform us by email of your intention to submit or not a proposal.

A. INSTRUCTIONS TO TENDERERS

Scope of SUPPLY AND INSTALLATION OF HAND PUMPS

A.1.

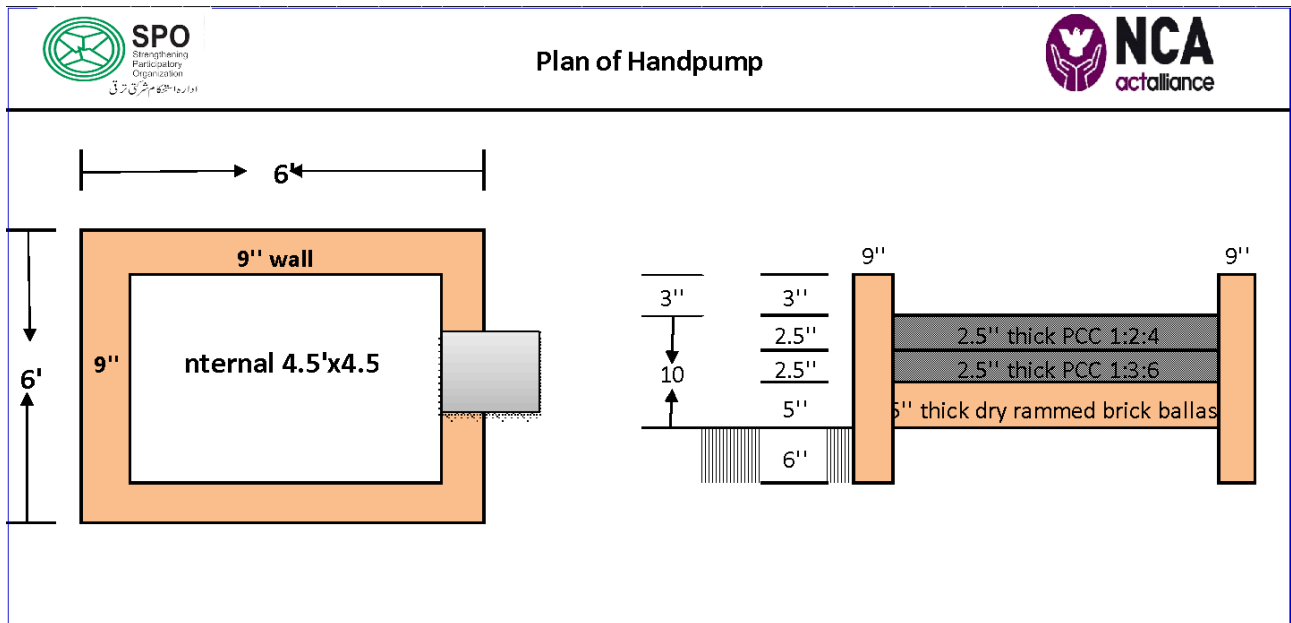
The subject of the contract is the SUPPLY AND INSTALLATION OF HAND PUMPS by the tenderer of the following supplies:

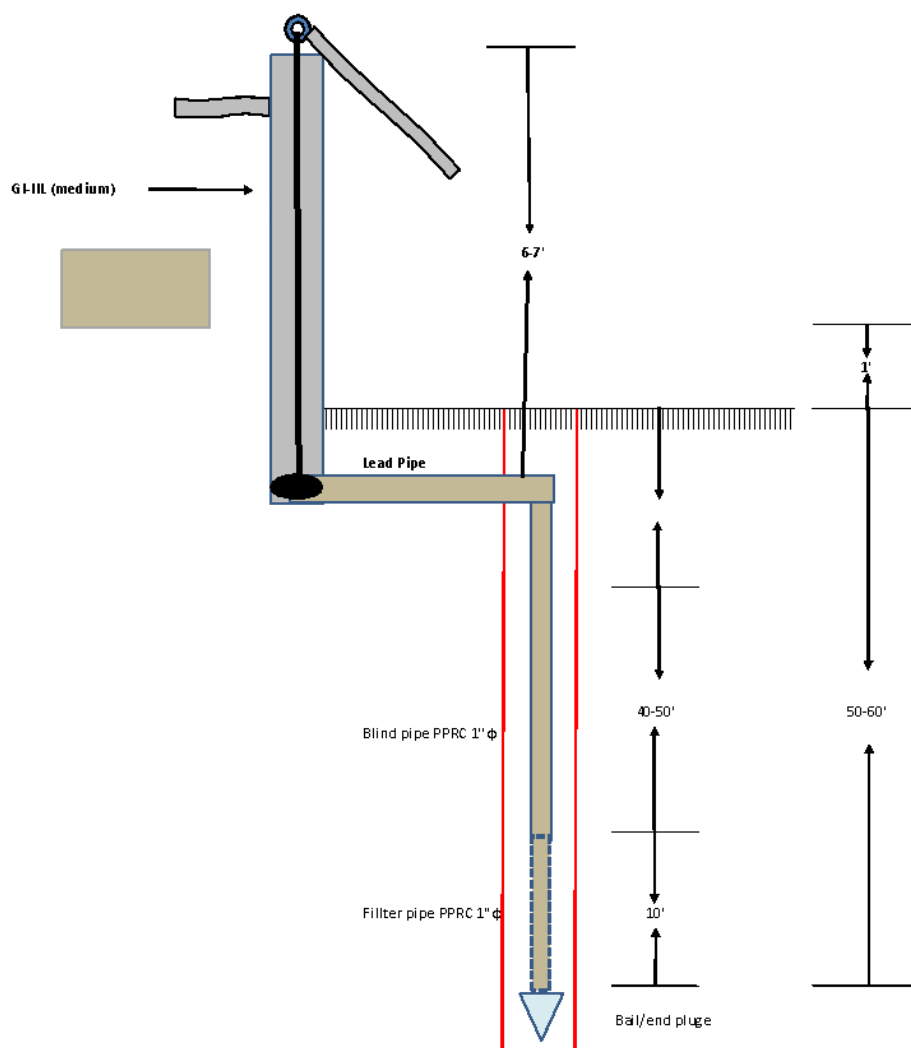
SUPPLY AND INSTALLATION OF HAND PUMPS

SUPPLY AND INSTALLATION OF HAND PUMPS				
Sr.	Description of work	Total Qty	Unit	Delivery Location
1	Excavation for foundation, trenches and drains in all kinds of soil including rock and removing all vegetation alongwith their roots and back filling selected excavated material in foundation,	19.13	Cft	Tehsil Ali Pur District Muzaffargarh
2	Dry rammed Brick/Stone blast Under Floor mix with 25% sand	8.51	Cft	
3	Providing & laying 1:3:6 (1 cement 3 sand and 6 coarse aggregate) cement concrete using graded crush $\frac{3}{4}$ inch (20mm) and down gauge in foundation including levelling, compacting and curing, etc., complete.	8.51	Cft	
4	Providing and laying first class solid burnt brick masonry set in cement mortar 1:4 in straight or curved walls 9"-13.5"-9" inches and less in thickness including scaffolding, raking, out joints and curing, etc., complete in all floors.	24.94	Cft	
5	1/2" (13mm) thick cement plaster 1:4 on walls etc., including making edges, corners, and curing, etc., complete.	51.25	Sft	
6	Hand or machine boring for borehole tubewell in all types of soil rock, from a depth of up to 50 ft below ground level (only sweet potable water is acceptable after lab test in case of hard water contractor will make another borehole upto 3 holes), including sinking and withdrawing of casing pipe, complete.	60.00	Rft	Tehsil Ali Pur District Muzaffargarh
7	2.5" ϕ Providing and installing P.V.C. blind pipe, B.S.S. Class 'B', (6 bar pressure/6kg/cm ²) in tubewell bore hole, as casing including sockets and solvents and jointing with strainer, etc. complete (Pak Arab Jadeed/Hydroplast/National or equivalent reputable company)	45.00	Rft	

8	Providing and installing, P.V.C. strainer B.S.S. Class 'B', in tubewell bore hole, as casing including sockets and solvents and jointing with blind casing pipe, etc.complete:- (Pak Arab Jadeed/Hydroplast/National or equavalent reputable company) 2.5" ϕ pipe	15.00	Rft	
9	Providing and fixing of hand pump machine (Abyar-4/ local GI pipe machine 2.5" ϕ IIL (Medium) 7-10 feet long) connecting with two pieces of GI pipe of 1.5' with elbow complete set for fixing necessary specials (elbow, flunges, sockets, uniouns etc) including 3 coat oil paint	1.00	Job	
10	Supplying and installing of 1" HDPE (PE-100) pipe with a wall thickness of 2 mm 0.15 kg/meter) 20.76 internal dia in trenches and connecting with water pump and water tanks in all respect with cutting, jointing, applying solution with all accessories (bend, hot joints, sockets, bend, elbows, union etc) and installing non-return valves after every 500 feet or earlier by ending roll pipe [the same pipe will be utilized in borehole for drawing water and to connect with handpump machine]	30.00	Rft	
11	Providing and fixing a steel plaque/plate 18"X9" 18 guage thick with embossed write up (provided by the organization) on water tank, included wooden beeding (oil painted) around the plate	1.00	Job	
12	Collecting water samples in prescribed sterilized water bottles providing to PCRWR/PHED labs, Paying cost for water quality tests (pre & post) according to PRCWR/PHED prescribed parameters and submitting to SPO [pH, TDS, Arsenic, Nitrate, total hardness, E.coli,	1.00	Job	
13	Providing and fixing 5 feet (as per site) long 3" ϕ PVC drain pipe (as per site situation) good quality/Pak Arab/Jedda or equavelent, 3" ϕ PVC bend/elbow, (steel Jali good quality 3" ϕ) complete in all respect including excavation, fixing, connecting with drain waste complete in all respect.	1.00	Job	

DRAWINGS





The supplies to be purchased are for use by the Contracting Authority in its **Restoring dignity, reviving hopes - Pakistan Flood response 2025 Muzaffargarh – Pakistan** Program in Pakistan. The tenderer can submit a tender Accordingly.

The supplies are described in more details in the technical data form, Annex 1.

a) Delivery

The above supplies and Work shall be delivered to Muzaffargarh Tehsil Ali Pur Filed Area Maximum up to 15 Km to Tehsil Head Quarter with Coordination of SPO' Ali Pur Office.

b) Specifications

The supplies must comply fully with the technical specifications set out in the tender dossier (technical data form, Annex 1) and conform in all respects with the drawings, quantities, models, samples, measurements and other instructions. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

A.2. Cost of Tender

The tenderer shall bear all costs associated with the preparation and submission of his tender and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

A.3. Clarification of tender documents and additional information

Tenderers may submit questions in writing at the latest on the date specified in the timetable in article A.4, specifying the tender no., and the contract title. Information regarding interpretation of this Invitation to tender must be requested in writing to the Contracting Authority's contact person.

Tenderers are not allowed to approach the Contracting Authority for verbal clarification.

Any clarification of the tender dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the date specified in the timetable. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective tenderers at the same time.

Any prospective tenderer seeking to arrange individual meetings during the tender period with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be excluded from the tender procedure.

A.4. Planned timetable

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all tenderers will be informed in writing and a new timetable will be provided.

	Date	Time
Deadline for request for any clarifications from the Contracting Authority	10 Dec 2025	1700 hrs.
Last date on which clarifications are issued by the Contracting Authority	10 Dec 2025	1700 hrs.
Deadline for submission of tenders (closing date)	12 Dec 2025	1700 hrs.
Tender opening session	15 Dec 2025	1100 hrs.
Contract award	17 Dec 2025	1700 hrs.
Contract start	18 Dec 2025	0900 hrs.

All times are in the time zone of Pakistan.

A.5. Eligibility and qualification requirements

Tenderers are not eligible if they are in one of the situations listed in article 15 of the General Terms and Conditions for Supply Contracts.

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the tenderer, which tender is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation, or, if such certificates are not available, through a sworn statement.

Tenderers are also requested to certify that they comply with the Code of Conduct for Contractors.

To give evidence of their capability and adequate resources tenderers shall provide the information and the documents requested in the tender dossier.

A.6. Exclusion from award of contracts

Contracts may not be awarded to tenderers who, during the procurement procedure:

- (a) are subject to conflict of interest; and/or

- (b) are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the tender procedure or fail to supply this information.

A.7. Language of Tenders

The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in English. Supporting documents and printed literature furnished by the tenderer may be in local language.

A.8. Documents comprising the Tender

The tenderer shall complete and submit the following documents with his tender:

- a) Tender submission form (Annex 2) with supporting documents
- b) Technical data form (Annex 1) with supporting documents

and other relevant information that should be made known to the Contracting Authority.

A.9. Tender guarantee

All tenders must be accompanied by a tender guarantee of minimum 5% of the total tender amount. The guarantee shall be issued in favour of the Contracting Authority and be valid for 25 days beyond the period of validity of the tender. The tender guarantee shall be issued in the form of a first demand guarantee, by an internationally recognised bank or other financial institution, and shall be in accordance with the text in the attached guarantee. The tender guarantee may also be issued in the form of a banker's draft, a certified cheque, a bond provided by an insurance company or an irrevocable letter of credit, as long as it creates under the applicable law the same irrevocable, at-first-demand obligations for the guarantor as expressed in the wording of the attached guarantee.

A.10. Price

The price quoted by the supplier shall not be subject to adjustments except as otherwise provided in the conditions of the Contract.

(Option 1:) Price shall be quoted in PKR

The Contractor guarantees that the price specified in this Tender dossier, is the maximum price that shall remain firm and shall not be increased during the entire term of the Contract, provided however, that in the event that the successful supplier is able to offer the Contracting Authority a discounted price on placement of bulk contracts, the unit price shall be reduced for specific contracts.

VAT and/or any sales tax applicable to the purchase of supplies shall be indicated separately in the Quotation Submission Form.

A.11. Validity

Tenders shall remain valid and open for acceptance for 25 days after the closing date for the submission of tenders.

Prior to the expiry of the original tender validity period, the Contracting Authority may ask tenderers in writing to extend this period. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

A.12. Submission of tenders and closing date

Tenders must be received at the address mentioned below by hand or post not later than the closing date and time specified in the timetable article A.5. Any tenders received after that time will not be considered. Tenders shall be submitted in a sealed envelope bearing the following information:

Strengthening Participatory Organization
Attention:
Tender receipt:

Tender no.:

NOT TO BE OPENED BEFORE THE TENDER OPENING SESSION ON 15TH DECEMBER 2025, 11AM

All tenders must be submitted in one original, marked "original"

No tender may be changed or withdrawn after the deadline has passed.

A.13. Award of Contract

The Contracting Authority will award the contract to the tenderer whose tender has been determined to be substantially responsive to the tender dossier and technically compliant, and who has offered the lowest price, provided further that the tenderer has demonstrated the capability and resources to carry out the contract effectively.

The Contracting Authority aims to purchase goods that minimise the environmental impact. Therefore, SPO reserves the right to choose a Supplier based on environmentally sustainable criteria such as packaging, life span, durability, availability of spare parts, recyclability, etc. over quotations that do not meet these standards.

The Contracting Authority reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

A.14. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the tender process at any stage.

ANNEX 1: TECHNICAL DATA FORM

Tenderers are requested to complete the following template.

The following technical specifications are provided in the format of a checklist. They are compulsory as a minimum standard and will be the only basis for the evaluators to assess the technical compliance of the equipment presented in the tenders. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

Manufacturers' names, catalogue numbers and model designations appearing in the list are for reference only. Tenders for other equipment that is equal in function, quality and performance to that listed will be given full consideration.

In order to make sure that no single specification is left out from your tender by mistake, it is recommended that you use the checklist as a tool to present your tender.

Item no.:	Parameter	Characteristics (Contracting Authorities minimum requirement)	Comply (Yes / No)	Deviations, if any, to be described in this column
1	Description			
	Specifications			
2	Description			
	Specifications			
3				

ANNEX 2: TENDER SUBMISSION FORM

Submitted by (name of company):	
Contact Person:	

PRICE SCHEDULE (Price and currency to be inserted by tenderer)

Item	Description of supplies	Unit	Qty	Currency: PKR	
				Unit Price incl. VAT	Total Price incl. VAT
1					
2					
3					
4					
5					
6					
Subtotal price					
Taxes Included					
Total price including all applicable taxes					

Information required by the Contracting Authority:	Information to be entered by tenderer in the below columns:
Delivery date	
Point of shipment	
Delivery time to (Point of shipment)	days
Delivery time to final destination	days

Company information	
Parent company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.	
Email	
Website	
Sales Manager (name)	
Director (Name)	
Other contact (Title and Name)	

(Option: General company information)	
(Nature of business – please enclose complete product information in English.)	
(Year of Establishment)	
(Number of full-time employees)	
(Licensing Authority)	
(Licence number (VAT no./TAX I.D.))	
(Language of technical documents)	
(Working language)	

References

Name and country of customer	Type of contract	Value	Contact name	Phone and email

After having read your Invitation to Tender no. 005 for Construction/Installation of Handpumps dated 6/12/2025 and after having examined the Tender Dossier, I/we hereby offer to execute and complete the Contract in conformity with all conditions in the Tender dossier for the sum indicated in our financial proposal. On behalf of the company, we hereby;

- Accept, without restrictions, all the provisions in the Invitation to Tender including General terms and Conditions for Supply contracts, with annexes.
- Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
- Certify and attest that we meet the eligibility criteria of article stated in the Instructions to Tenderers.
- Certify and attest compliance with the Code of Conduct for Contractors in Annex 4.

The above declarations will become an integrated part of the contract and misrepresentation will be regarded as grounds for termination.

- In the event the contract is awarded to us, we request that payments under the contract be made to the following account: [insert all necessary references].
- Our tender is valid for a period of 45 days after the closing date in accordance with instructions to tenders.

Signature and stamp:

Signed by:

The tenderer

Name of the company

Address

Telephone no.

Email

Name of contact person

Date