



TransKarachi

Operator of the Karachi Breeze System

PROJECT: 47279-002, KARACHI BUS RAPID TRANSIT RED LINE PROJECT

Government of Sindh

**REQUEST FOR QUOTATIONS
(NON-CONSULTING SERVICES)**

for

**Provision of Security Services at TransKarachi Biogas Plant
Site located at Landhi, Karachi**

Contract Ref No: KBRT-Serv/Biogas Plant Site Security/2023

July 2023

REQUEST FOR QUOTATION - SERVICES (RFQS)

Project Title: Karachi Bus Rapid Transit Redline Project
Source of Funding: Asian Development Bank (ADB)
Title of Procurement: Provision of Security Services at TransKarachi Biogas Plant Site (Ex-KMC Abattoir) located at Landhi, Karachi
Contract Ref: KBRT-Serv/Biogas Plant Site Security/2023 Date of Issue: **14 July 2023**

To : **Concern**

Sir/Madam:

1. The TransKarachi (Client) hereby requests you to submit price quotation/(s) for the performance of the services described in the **Scope of Services** attached as **Appendix A** with this RFQ document for the period of **06 Months** only. If you, however, have been associated with the preparation of this Scope of Services that is the subject of this request, you shall be disqualified.

To assist you in the preparation of your price quotation we are enclosing herewith the **Scope of Services/Terms of Reference (TORs)**, **Draft Form of Quotation** and **Draft Contract Agreement** along with **Contract Terms & Conditions**.

2. If you/your firm, however, falls under any of the following conditions, your proposal shall not be considered:
 - (a) you/your firm are/is not a citizen/national of an ADB member country, or
 - (b) you/your firm have/has been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified, or
 - (c) you/your firm are/is owned by the Client, or
 - (d) you/your firm are/is currently sanctioned or temporarily suspended by the Asian Development Bank for a violation of its [Anticorruption Policy](#) (1998, as amended to date) or
 - (e) the contracting of services from your country or any payment to persons or entities in your country is prohibited in compliance with a decision of the United Nations Security Council under Chapter VII of the Charter of the United Nations.
3. To be qualified, you must have experience as a Service Provider of the services covered by this **Request for Quotation**. As evidence, you must attach a document of your experience as Service Provider in at least one contract in the last 3 years of a size and nature similar to the requirements of this contract.
4. Your quotation/(s) should be submitted in accordance with the following instructions, procedures, and the terms and conditions of the Contract.

Preparation of Quotations

- (a) The Quotation must be submitted only on the attached **Form of Quotation** [furnished on Company's original letterhead] along with your **priced Quote**, (*duly signed & stamped*). The currency of quoted prices and payment shall be Pak Rupee.
- (b) The rates/prices quoted shall include all the applicable Taxes, duties, and other levies as per FBR and SRB Rules & in accordance with Government of Sindh and Government of Pakistan.
- (c) You shall submit only one set of quotations for the above services. Your quotation must be typed or written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your **Form of Quotation**, your quotation will not be considered further.
- (d) Your quotation should be valid for a period of **30 days** from deadline for submission of the quotation as indicated below. If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of eligible contractors for the project for 02 years.

Submission of Quotations:

- (e) The completed **Form of Quotation** along with the **priced Quote**, duly signed and stamped must be delivered (in hard copy only) till **5.00 pm by 19 July 2023** to the following address:

Client's Address : Manage Procurement & Contracts,
TransKarachi,
C-89, near Bilal Masjid, Block 2, Clifton, Karachi, Pakistan
Telephone : 021-3530024-43, 021-9933240, 021-99332512
E-Mail: : procurement@transkarachi.pk

Note: The submission of Quotation/s in soft copy through electronic Email is not allowed

Evaluation and Comparison of submitted Quotations:

- (f) Quotations determined to be substantially responsive to the **Request for Quotation** will be evaluated by comparison of their offer prices. A quotation is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this **Request for Quotation**.
- (g) In evaluating the quotations, the Employer shall adjust for any arithmetical errors as follows:
- where there is a discrepancy between amounts in figures and in words, the amount in words will govern,
 - where there is a discrepancy between the unit rate (where applicable) and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
 - If you refuse to accept the correction, your quotation will be rejected.

Award of Contract:

- The Employer shall award the contract to the contractor whose quotation has been determined to be substantially responsive to this Request for Quotation and who has offered the lowest price quotation.
 - The contractor whose quotation has been accepted will be notified by the Employer within **07 days** from the date of submission of quotation by returning of a copy of the Form of Quotation with Acceptance signed by the authorized representative of the Employer.
 - The successful contractor shall sign the Contract Agreement (to be furnished on Stamp Paper as per attached draft Contract with paid Stamp Duty equivalent to 0.35% of accepted Contract Price) governed by the annexed Contract Terms and Conditions and Appendix-A: TORs/Scope of Services. The overall Contract Price shall include all the applicable taxes of Government of Sindh and Government of Pakistan.
5. Further information can be obtained from:
- Name : Manage Procurement & Contracts,
Address : TransKarachi, C-89, near Bilal Masjid, Block 2, Clifton, Karachi, Sindh.
Telephone : +92-21-35300240-43
E-mail : procurement@transkarachi.pk
6. The Client intends to apply funds from the **Asian Development Bank (ADB)** for eligible payments under the **Contract** resulting from this **Request for Quotation**.
7. Under **ADB's Anticorruption Policy** (1998, as amended to date) Service Providers shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB may reject a proposal for award, and may impose sanctions or other remedial actions on parties involved, if it determines that the Service Provider recommended for award or any other party, directly or through an agent, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices or other integrity violations in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list. A firm/individual shall not be eligible to participate in any procurement activities under an ADB-financed, -administered, or -supported project while under temporary suspension or debarment by ADB pursuant to its Anticorruption Policy, whether such debarment was directly imposed by ADB, or enforced by ADB pursuant to the Agreement for Mutual Enforcement of Debarment Decisions.

8. You/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, are not, or have never been, temporarily suspended, debarred, declared ineligible, or blacklisted by the client's country, any international organization, and other donor agency.

If so debarred, declared ineligible, temporarily suspended, or blacklisted, please state details (as applicable to each joint venture partner, associate, parent company, affiliate, subsidiaries, subcontractors, and/or suppliers):¹

- (a) Name of Institution: _____
(b) Period of debarment, ineligibility, or blacklisting (start and end date): _____
(c) Reason for the debarment, ineligibility, or blacklisting: _____

9. You/your firm's, joint venture partners', associates', parent company's affiliates' or subsidiaries', including any subcontractors' or suppliers', key officers and directors have not been [charged or convicted] of any criminal offense (including felonies and misdemeanors) or infractions/violations of ordinance which carry the penalty of imprisonment.

If so charged or convicted, please state details:²

- (a) Nature of the offense/violation: _____
(b) Court/Area of jurisdiction: _____
(c) Resolution (i.e. dismissed; settled; convicted/duration of penalty): _____
(d) Other relevant details:

10. You/your firm understands that it is your obligation to notify ADB should you/your firm, joint venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors or Suppliers, be temporarily suspended, debarred or become ineligible to work with ADB or any other multilateral development banks, the client's country, international organizations, and other donor agencies, or any of your key officers and directors be charged or convicted of any criminal offense or infractions/violations of ordinance which carry the penalty of imprisonment.

11. Any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the quotation/bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015 as amended from time to time).

12. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified.

13. Please confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,
Manage, Procurement & Contracts,
TransKarachi

¹ Any such disclosure shall be forwarded by the Client to ADB.

² Any such disclosure shall be forwarded by the Client to ADB.

[This Form of Quotation must be furnished & submitted on Supplier's original Letter Head]

FORM OF QUOTATION (Services)

To: _____ [date]

The TransKarachi
C-89, Block 2, Near Bilal Masjid, Clifton, Karachi, Sindh-Pakistan
Telephone: +92-21-9933476-8. E-mail: sfm@transkarachi.pk

We offer to provide our Services for the **Provision of Security Services at TransKarachi Biogas Plant Site located at Landhi, Karachi**, under Ref: KBRT-Serv/Biogas Plant Site Security/ 2023 in accordance with the Contract Terms and Conditions and TORs/Scope of Services accompanying this Quotation for the Contract Price not to exceed PKR _____ [amount in numbers] _____ [amount in words] for providing the services for 06 months only in accordance with the TORs/Scope of Services attached as **Appendix-A** to this Form of Quotation.

We propose to complete the performance of the services described in the **Contract** within the Completion Period indicated in the priced **Scope of Services**.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer condition imposed by the **Request for Quotation** document.

We: (a) are a national of an ADB member country; (b) have not been associated with the firm that prepared the terms of reference or engaged in the preparation of the Project for which the contract that is subject of this request for quotations was identified; (c) are not owned by the Client; (d) are not currently sanctioned or temporarily suspended by the Asian Development Bank; and (e) to the best of our knowledge, is not prohibited from being contracted in compliance with a decision of the United Nations Security Council.

Name of Service Provider: _____
Authorized Signature : _____
Name of Signatory : _____
Title of Signatory : _____
Address : _____
Telephone Number : _____
Fax Number, if any : _____
Email address (optional) : _____

ACCEPTANCE

The Client accepts the Service Provider's offer to provide the service.

Name of Client : TransKarachi
Authorized Signature : _____
Name of Signatory : _____
Title of Signatory : _____
Date : _____

Appendix - A

TORs / SCOPE OF SERVICES

**Provision of Security Services at TransKarachi Biogas Plant Site
(Ex-KMC Abattoir) located at Landhi, Karachi**

Contract Ref No: KBRT-Serv/Biogas Plant Site Security/2023

TORs / Scope of Services

Provision of Security Services at TransKarachi Biogas Plant Site located at Landhi, Karachi

Contract Ref No: KBRT-Serv/Biogas Plant Site Security/2023

1. Purpose

The purpose of these Terms of Reference is to outline necessary security measures to be undertaken to ensure security of the working and living environment of the biogas plant site. This plan delineates the security contractor's responsibilities and duties.

2. Scope

This plan covers the security of the entirety of the biogas plant construction site, including all internal facilities and Site offices.

3. Purpose of Site Security Team

The purpose of Site Security Team is:

- preventing the entry of unauthorized persons or vehicles into the Site
- identification of all employees and visitors entering the Site
- securing Site perimeter and facilities
- prevention of unauthorized removal of materials and equipment.
- prevention of alcohol, drugs, explosives, and firearms from entering the Site.
- enable the checking of arriving goods and personnel vs. the tools/ equipment/ material list in case of a security threat
- deal with a terrorist attack
- monitor the security threat level in cooperation with the TransKarachi security adviser
- prevent vandalism and property damage to Site facilities
- mitigate property fire risk
- prevent unauthorized photographs (check availability of photography permit)

4. Guard Requirements

- Properly trained and equipped guards with supervisors will be available at Site.

- The Service Provider shall deploy armed Security Guards and their Supervisors (if any) as much as required to cover-up the security requirements of 32 Acre Plot keeping in view the site conditions.
- Guards and Supervisors shall:
 - be well-versed in conflict resolution and cultural sensitivity
 - handle potential security threats with firmness, tact, and diplomacy.
 - be trained and regularly instructed about tact and diplomacy. Conducted training and instructions shall be recorded

5. Guard Responsibilities and Authorizations

- Guards will have the following (minimum) responsibilities and authorizations:
 - permit drivers to enter and leave the Site.
 - deny access to drivers to the Site.
 - permit people to enter or the construction Site.
 - deny access to people to enter the construction Site.
 - deny access to unsafe cars and trucks to the camp and construction Site.
 - provide the required Personal Protection Equipment to visitors.
 - protection of properties within the camp and the construction area.
 - inspection of cars, buses, and trucks upon entrance and exit to the camp and construction Sites.
 - take proper actions to stop fires, vandalism, sabotage, etc.
 - make frequent patrols of the premises.
 - greet employees and visitors

6. Communication

- The Contractor shall provide handheld radios with essential accessories to its guards for maintenance of constant communication with the base located inside the main building.
- Guards shall immediately report any suspicious activity to base prior to engaging any intruder.
- Any incident/ observation must be logged and a report is to be submitted to TransKarachi authorized office without delay.