

May 14, 2026

**Invitation for Tender**

**Provision of Assistive Devices for Person With Disability  
Tender Ref #: Reference: Tender/BD Foundation/DEPD/2026**

Madam/Sir,

The Building Advanced Society through Integrated Community (BASIC) Development Foundation, also known as BASIC Development Foundation, is a non-profit organization committed to improving the Socio-Economic conditions of underprivileged communities in Sindh province. It was founded in response to the dire living conditions and lack of essential services in the region. BASIC DF, registered under the Society Act in September 2010, is dedicated to addressing the marginalization faced by rural communities by focusing on education, healthcare, infrastructure, clean water, awareness of rights, and women empowerment. The organization's vision revolves around upholding human and ethical values, championing the cause of oppressed communities, and ensuring their natural and social rights. BASIC DF also seeks to create pathways for Socio-economic prosperity by providing access to quality healthcare and education.

Basic Development Foundation believes in institutional building at grass roots level to support in bringing social change in the society. Hence a common platform that is created and owned by the poor is a pre-requisite through which the poor can make themselves count in the development process. It has made social mobilization as core activity and entry point followed by different development interventions including social and physical service delivery projects, coordinating and networking while emphasizing on gender balance and good governance.

Basic Development Foundation has partnered with Department of Empowerment of Persons with Disability (DEPD) Government of Sindh to Support for person with disability(PWDs) living in Hyderabad District.

Basic Development Foundation is inviting qualified, and experiences suppliers bid for the contract for the supply, by the Contractor of the following items

**PROVISION OF ASSISTIVE DEVICES FOR PERSON WITH DISABILITY**

**1. Instructions to bidders**

By submitting a tender, bidder is fully and unreservedly accepting the conditions of this call for tenders, which will constitute governing the contract as the sole basis of this tendering procedure, whatever the bidders own conditions of sale may be, which they hereby waive. The bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

To be eligible to take part in this tender procedure, bidders must prove to the satisfaction of the Contracting Authority that they comply with the necessary legal, technical and financial requirements and have the means to carry out the contract effectively. Participation is open to natural persons and legal persons [participating either individually or in a grouping (consortium) of bidders as well as to international organizations.

The foreseeable timetable for this procedure is as follows:

	DATE	TIME in PST
<b>Deadline for requesting clarifications from the Contracting Authority</b>	<b>May 27, 2026</b>	<b>04:00 PM</b>
<b>Last date on which clarifications are issued by the Contracting Authority</b>	<b>May 29, 2026</b>	<b>04:00 PM</b>
<b>Deadline for submission of tenders</b>	<b>June 02, 2026</b>	<b>03:00 PM</b>

## 2. General remarks and special condition

All offered commodities must be sound, fair and in merchantable quality. The quality must be in line with the Specifications stated in this tender.

- All offered products according to national/international standards such as ISO and *Pakistan Standards* and Quality Control Authority (*PSQCA*).
- We prefer one single supplier! But we reserve the right to divide the order into lots and order from various bidders.
- Timely arrival in accordance with the negotiated delivery periods is of utmost important!
- Partial shipments are not allowed without authorization of the Contracting Authority
- The Contracting Authority holds the right to change quantities and slight changes to the technical specifications of all or any item and will inform well in time.
- The origin of all products needs to be indicated in the offer.
- In case an alternative to the specified items is offered, this must be clearly indicated and excessively documented.

## 3. Provision of Assistive Devices for Person With Disability

S.No	Name of Item	Specification	Quantity	Unit Rate	Total Amount
1	Wheelchair	<u>If any</u>	126		
2	Tricycle	<u>If any</u>	20		
3	walker	<u>If any</u>	20		
4	Hearing Aids	<u>If any</u>	20		
5	Crutches	<u>If any</u>	20		

All the bidders shall take this table on their quotation on Company / Supplier letter head or fill the above table the unit rate and total amount columns.

**Signature and Stamp of Supplier:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_

**Address Contact Number:** \_\_\_\_\_

### NOTE:

- All the supplies must be provided in required item specifications.
- Vendors must sign and stamp all the pages of this tender document and properly fill the vendors qualification form attached at the end of this tender pack.
- Rates to be quoted on this tender document with sign and stamp on all the financial offers.
- Contracting Authority reserves the right to change the quantities, skip any particular item or whole tender at any stage without assigning any reason.
- The rates must be valid for at least 03 months. Contracting Authority may repeat the order(s) time to time as per need after mutual consent of both parties (if required).
- Samples will be check only from shortlisted supplier.
- A complete company profile must also be submitted as per required list of documents.
- The supplier will be responsible to deliver supplies at destination of 03 Talukas of district Thatta as per direction & schedule by contracting authority.

## 4. PACKAGING AND PICKING.

For all items, the packaging has to be appropriate to the nature size, weight, and expiry date of products and reach international standards(if applicable) . The packaging should avoid transport damages and protect from bad weather conditions. Costs of picking (Loading Unloading), packaging, transportation and applicable tax(s) must be included.

## 5. SAMPLES, SPECIFICATIONS AND INSPECTIONS

Basic Development Foundation hereinafter called Contracting Authority reserves the right to check the quality, brands before and or after the supply. Contracting Authority will reject the supplies if not meeting the required specifications or found below the quality standards.

The vendor will be responsible to replace the defected Item within 02-03 days after notification issued by BASIC DEVELOPMENT FOUNDATION . In case vendor fails to replace the rejected material, then BASIC DEVELOPMENT FOUNDATION will cancel the contract/PO and impose penalty as per decision placed by the Procurement Committee.

## 6. DELIVERY CONDITIONS

Delivery to be ensured to start Distribution within 05 days after awarding of Purchase/Work Order and 100% completion required within 10- days or before that.

All transport details (Origin, City of Loading and Routing) have to be included within the offer.

Partial shipments without authorization of the Contracting Authority are not allowed.

Each shipment has to be announced with prior notice.

## 7. DELIVERY SCHEDULE

BASIC DEVELOPMENT FOUNDATION will share the Schedule and Delivery Location to successful Vendor.

All prices in your quotation must be indicated in Pakistan Rupees (PKR) including all applicable taxes and transportation, loading and unloading.

Quotations stated in other currencies will not be considered in the awarding process.

The analysis of the offers will be performed in Pakistani Rupees (PKR). Prices need to include withholding tax (FBR), only for supplies whereas SRB+FBR, GST Provincial Sales Tax –will be applicable for all kind of services.

**Note: The tax deduction will be as per Government Rules.**

## 8. INSPECTIONS

The Contracting Authority, it's representative(s) or a third party inspection, if needed shall be entitled to inspect, examine, measure Species and workmanship, and check the progress, in order to establish whether the components, Spices and workmanship are of the requisite quality and quantity.

For the purposes of such inspections, the Contractor shall: a) provide to the Contracting Authority or his representative, temporarily and free of charge, with such assistance, b) Provide access to the Contracting Authority or his representative, at all reasonable times to the place where the species inspections are to be carried out.

- This inspection on quality and quantity shall be executed by the Contracting Authority for of product at loading / unloading (before shipment). One inspection per supplier will be on account of the Contracting Authority. Any additional inspection shall be on account of the Supplier. Item not meeting agreed quality will be rejected.

In case goods are rejected, the Supplier will contractually be obliged to pay already incurred fees for rejected item and also for such fees which will become payable to the inspection company due to multiple interventions and/or fruitless visits and for goods inspected but eventually remained unshipped.

## 9. ORDERING PARTY

**Basic Development Foundation**  
**2/007, Bismillah Cottages, Bismillah Town**  
**Near Bhitai Kanta Hyderabad, Sindh, Pakistan**  
**Cell NO. 0300-3403993**

## **10. DOCUMENTS**

### **10.1 Following documents must be submitted before tender closing:**

Written/printed quotation on Tender document including all applicable taxes in quoted rates (loading unloading, transportation, taxes, warehouse charges etc.). The quotation has included: The pre-qualification documents in Annex 1 must be (signed and stamped)

### **10.2 Following documents must be submitted before tender closing:**

Written/printed quotation on official letter head.

#### **The quotations must include:**

- Signed copy of the contract / Purchase Order for acceptance.
- Original Commercial Invoice
- Performa Invoice (addressed to Consignee).
- Original Waybills / Delivery challan(s) signed by BASIC DEVELOPMENT FOUNDATION at the time of supplies receiving.
- Packing A (if any)

### **11. Expenses for commercial courier to be covered by the bidder/supplier.**

## **12. PAYMENT CONDITIONS.**

- Payment will be made in the PKR currency of the Contract.
- Payments due by the Contracting Authority shall be made through cross cheque to the contractor in Favor of business name.
- Pre-financing will not be granted.
- Payment shall take place according to Cash against documents (CAD) within 10 working days of the reception delivery location. The order sum cannot be subdivided into partial payments.
- The period referred to in article may be suspended by notifying the Contractor that the invoice cannot be fulfilled because the sum is not due, because appropriate substantiating documents have not been provided or because there is evidence that the expenditure might not be eligible. In the latter case, an inspection may be carried out on the spot for the purpose of further checks. The Contractor shall provide clarifications, modifications or further information within 10 days of being asked to do so. The payment period shall continue to run from the date on which a properly drawn-up invoice is registered.

## **13. PENALTIES**

Delivery schedule will be negotiated. 10% will be charged for late Supplies and the amount will be deducted from security deposit already submitted to Contracting Authority. Performance Security will be charged up to maximum of Fifteen (15) days thereafter, the Work Order/agreement can be cancelled.

The penalty will be deducted from the invoice. In the event of incomplete delivery caused by the Supplier, the Contracting Authority is entitled to deduct the losses from the invoice. In case of damaged cargo caused by inappropriate packaging the Contracting Authority reserves the right to deduct from the relevant order sum an amount according to the variance to the requested specification. In case the quality is not in line with specifications initially agreed by both sides, the Supplier has to inform the Contracting Authority as soon as possible. Goods not meeting agreed quality can be rejected by the Contracting Authority. But if the Contracting Authority accepts these goods a deduction from the order sum and a penalty will be negotiated.

## **14. AWARD CRITERIA**

The Contracting Authority prefers one single supplier for all items in each portion but reserves the right to divide per items towards different suppliers.

Bidders not providing all necessary documents, properly signed and stamped will be excluded.

**Following Evaluation Procedure Shall be Carried For Qualification of Vendors.**

- a) Financial Evaluation: 50 Marks /50% (the score for the higher offers will be calculated accordingly)
- b) Samples Evaluation: 40 Marks / 40%
- c) Technical Evaluation: 02 Marks /02% (1. Valid NTN Registration Copy (02marks)
- d) Recent Bank Statement (Last Six Month) 02 Mark 02%
- e) Previous Relevant Experience (02 Purchase Order 03 Marks Each) 06 Marks 06%

The tender will be awarded based on the highest total marks. The final decision will be made by the tender committee, and their decision will be considered final.

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**15. TENDER CONDITIONS**

- The tenders, all correspondence and documents related to the tender exchanged by the bidder and the Contracting Authority must be written in the language of the procedure, which is English.
- The offer has to have a validity of minimum 02 Months following the tender deadline.
- The Contracting Agency must receive bids via courier or by hand on below mentioned address not later than June 02, 2026. Before 03:00 PM..

**To,  
Tender Committee, Logistics Department  
Building Advanced Society Through Integrated Community (BASIC)  
Development Foundation  
2/007, Bismillah Cottages, Bismillah Town Near Bhitai Kanta  
Hyderabad, Sindh, Pakistan**

**16. ALTERATION OR WITHDRAWAL OF TENDERS**

- Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.
- Costs of preparing tenders: No costs incurred by the bidder in preparing and submitting the tender are reimbursable. All such costs will be borne by the bidder.
- Ownership of tenders: The Contracting Agency retains ownership of all tenders received under this tender procedure. Consequently, bidders have no right to have their tenders returned to them.
- Suppliers who do not receive written feedback in 20 days after expiry of the deadline have not been successful and will not be informed in writing.
- The decision of the tender committee will be final, Contracting Agency has the right to reject or accept all offers, and this will not be challengeable in any court of law.
- In case any questions, contact.

**Email: latif\_memon@hotmail.com**  
**Phone: 0300-3403993**  
**Name Abdul Latif**  
**Designation: Manager Procurement & Logistics**  
**BASIC DEVELOPMENT FOUNDATION**

**ANNEX I**

**Supplier Declaration Form**

**Note:** This Supplier Declaration Form, including your certification by signature, is part of the qualification procedure for our suppliers and service providers. If you do not fully complete this form, you may be disqualified from the tender.

**1. Supplier Information**

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted below is true and complete.

Business name	
Legal form <i>If the supplier is not a registered company, write "not registered."</i>	
Year founded	
Country where established	
VAT or registration number	
Bank details <i>Include the account holder's name, bank name, IBAN, SWIFT code, and currency used.</i>	
Physical address, email address, and website	
Contact Sales and marketing	
Range of products and services provided (Portfolio)	
Other information	

**SUPPLIER DECLARATION**

We, \_\_\_\_\_ **(name of company) hereby declare that**

- A. All of the information submitted is true and complete.
- B. We are not in bankruptcy proceedings, in judicial insolvency proceedings, or in liquidation, and we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions.
- C. We have not received a sanction by legally binding judgment for reasons that bring into doubt our professional reliability.
- D. We comply with our duty to pay social insurance contributions, taxes, and other levies in accordance with the legal provisions of the jurisdiction in which we have our office, the jurisdiction of the consignee, and the jurisdiction where the contract is performed; we assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation, and occupational safety and health.
- E. We have not received a legally binding sentence due to fraud, corruption, participation in a criminal

association, or another act directed against the financial interests of another legal or natural person.

- F. no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from any institutional donor involved in development cooperation, humanitarian assistance, or other public financing work (hereinafter "institutional donor).
- G. We are providing you with all the information required to participate in a tender, and all information submitted in relation to this tender is true and complete.
- H. In respect of contracts that are ultimately paid for out of the funds of an institutional donor, no one has accused us of breach of contract due to gross violation of our contractual obligations.
- I. We have not been excluded as a contract partner by any institutional donor due to ethical issues.
- J. We respect basic social rights and condemn child labor.

\_\_\_\_\_  
Location, Date

\_\_\_\_\_  
Name, Signature