

# Tender Initiation Request

*This form should be completed by the Originator's Department, in cooperation with the Procurement Department, and attached to the approved Purchase Request. Both documents should then be submitted to the Procurement Department to initiate the tender process.*

PR # (or MAR#):	PAK/ISD/1908	PR Description:	<b>Procurement of a total of 458 LED Microscopes with following minimum specifications:</b> Binocular Laboratory LED Microscope Model CX:23 or equivalent. Origin: Not domestic, any foreign company including Chinese origin. Manufacturer: Olympus Corporation Japan Optical System: Infinity optical system Illumination: Built-in transmitted illumination system Focusing: Stage height movement Nosepiece: Fixed quadruple nosepiece Observation tube: 30o inclined Binocular tube Stage: Wire movement mechanical fixed stage: 120 x 132 mm Travelling range: 76 mm(X) x 30 mm (Y) Single Specimen Holder Condenser: Abbe Type Condenser Objectives: Plan achromat anti fungus 3 standard Observation powers Eye piece (10X): Pair of 10X Eyepiece FN: 20
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**1.Estimated Timeline:** Indicate any additional information (if any) regarding the expected delivery or completion date (scheduled delivery...), and/or estimated length of the contract, that is not stated in the PR. **(The delivery should be made 30-45 days after issuance of the order)**

**2.Select Bid or Proposal:** Explain why the option was selected next to selected option below (Refer to section 5.8 of the FP3 or consult with Global Procurement for additional assistance)

<input checked="" type="checkbox"/> <b>Bid (RFB)</b>	<b><u>Lowest price technically acceptable.</u></b> Must use "pass / fail" technical evaluation criteria.
<input type="checkbox"/> <b>Proposal (RFP)</b>	<b><u>Trade off method.</u></b> Set evaluation criteria and weighting or scoring.
<b>Explanation:</b> Complete, adequate, realistic specifications are available and will be using <b>Lowest Price Technically Acceptable (LPTA) method for selection of supplier.</b>	

**3.Supplier Eligibility Criteria:** List any additional eligibility criteria (section 5.9 of the FP3) to the minimum standard criteria defined in the FP3 (refer to sections 5.6 of the FP3)

1. Provide Certificate of "Legal Business Registration or Certificate of Incorporation" with their relevant authorities in their country

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2. Provide Certificate of "NTN/STRN" with FBR having active tax payer status for (Pakistani Companies) and International companies can provide "Tax Registration Certificate" with their respective tax authorities in their country
3. Manufacturer or Authorized distributor / dealership certificate for the quoted model of Microscope(s)
4. 02% of the total bid value (inclusive of all taxes) as earnest money in the shape of pay order/demand draft/bank guarantee (refundable), cheques will not be accepted.

**(Failure to any these requirements will lead to disqualification of the bid)**

**4. Tender Submittals:** List documents that will be required for submission by offers and used in the technical evaluation (*Refer to section 5.10 of the FP3*). The minimum Supplier Eligibility Criteria (as described in 5.6 of the FP3), such as business registration documents, do not need to be listed here, as they will be applicable to all tenders in a specific country as defined by the Procurement Department).

- Examples: Design documents, ISO certifications, CVs, and project timelines.
- a) Company / organizational profile / portfolio
- b) Evidence in the shape of POs/Contracts with similar supplies (At least three)
- c) Manufacturing certificates, certificate of product registration with FDA/CE/MHLW any one of them
- d) List of Clients and provide at least three references: name, landline number & email address etc.
- e) Detailed specifications of quoted LED Microscopes i.e. Brochures, manufacturing certificates, ISO certifications, Import Papers e.g. Goods Declaration, Bill of Lading (where applicable), pictures of the sample etc.
- f) Affidavit on legal stamp paper that vendor/company is not black listed by any organizations
- g) Delivery times: definition of acceptability: ability to deliver within 30-45 days of placement of order (Partial Deliveries will also be accepted)
- h) Financial Offer

**5. List Evaluation Criteria (for either method) and relative weighting (for Trade-Off method only):**  
List as many evaluation criteria as needed (*Refer to section 5.11 of the FP3 or consult with Global Procurement for additional assistance*) *N/A*

**6. Sample:** Are you collecting samples for goods? (Read Section 5.12 of the FP3)

- ☐ Yes  
☒ **NO**  
☐ N/A

**If Yes, are there special requirements?**

(Default: 1 sample per each item will be collected.)

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**7. Advertising** (Optional): Suggestions on advertising location and methods (suggestions will be considered by Procurement for inclusion in the advertising plan) (Read Section 5.15 of the FP3).

- Online:
- Local: Local Newspaper
- Other: Mercy Corps Global Website

**Q&A Session/Site Visit Requested?** (Read Section 5.13 and 6.7.2 of the FP3)

- ☒ No  
☐ Yes

If yes list details, what the session is, where it will be held and a suggested date:

**Staff member responsible for answering written questions:**

Dr. Muhammad Tariq (CHTB & LTBI Coordinator)

**8. Quality Control Plan (for High-Value Tender only):** Attach Quality Control Plan if applicable

- ☐ Not Applicable  
☒ Attached

**9. Contract Type and Templates:**

<input checked="" type="checkbox"/> Purchase Order - Goods <input type="checkbox"/> Purchase Agreement - Goods <input type="checkbox"/> Master Purchase Agreement - Ongoing Goods Purchases	<input type="checkbox"/> Service Agreement <input type="checkbox"/> Master Service Agreement - Ongoing Services Purchases
<input type="checkbox"/> Construction - Simple Contract <input type="checkbox"/> Construction - Intermediate Contract <input type="checkbox"/> Construction - FIDIC	<input type="checkbox"/> Other - Specify / Coordinate with Global Procurement (if necessary)

**Pricing Structure:** Select the requested Pricing Structure (refer to section 8.3.1 of the FP3). Fixed Price should be the default option; if another option is selected, explain why it was selected.

- ☒ Fixed Price  
☐ Cost Reimbursement (Cost Plus Fixed Fee)  
☐ Time and Materials

**Special Terms for Contract:** If needed, identify any special contract terms that are different from our standard templates. Consult with Procurement if you are unsure. Note: The sample contract will have to be finalized prior to issuing the RFP (Refer to section 5.17 of the FP3).

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*TGF Code of Conduct for Suppliers (Donor Terms)*

**10. Other relevant information:** Indicate any other relevant information that would be helpful for the tender process. [N/A](#)