
REQUEST FOR QUOTATIONS

PROCUREMENT AND SUPPLY OF PRINTING MATERIALS

Country: **Pakistan**

Project Name: **Khyber Pakhtunkhwa Rural Accessibility Project (KP-RAP)**

Implementing Agency: **Communication and Works Department Government of Khyber Pakhtunkhwa**

Loan No: **7143 PK**

Project ID No: **177069**

**PROJECT IMPLEMENTATION UNIT
KHYBER PAKHTUNKHWA RURAL ACCESSIBILITY PROJECT
COMMUNICATION AND WORKS DEPARTMENT
GOVERNMENT OF KHYBER PAKHTUNKHWA**

**COMMUNICATION AND WORKS DEPARTMENT GOVERNMENT
OF KHYBER PAKHTUNKHWA**

**SPECIFIC PROCUREMENT NOTICE
PROCUREMENT AND SUPPLY OF PRINTING MATERIALS**

Country: Pakistan
Project Name: Khyber Pakhtunkhwa Rural Accessibility Project (KP-RAP)
Implementing Agency: Communication and Works Department, Government of Khyber Pakhtunkhwa
Loan No: 7143 PK: **Project ID No:** 177069

The Project Implementation Unit (PIU), Khyber Pakhtunkhwa Rural Accessibility Project, Communication and Works Department, Government of Khyber Pakhtunkhwa (Purchaser) hereby requests you to submit price quotation(s) for the supply of the following items.

The Project Implementation Unit (PIU), Khyber Pakhtunkhwa Rural Accessibility Project, Communication and Works Department, Government of Khyber Pakhtunkhwa has received/has applied for] financing from the World Bank (Bank) toward the cost of the Khyber Pakhtunkhwa Rural Accessibility Project KP-RAP and intends to apply part of the proceeds toward payments under the contract for Procurement of Printing Materials.

S. No	Description	Quantity
1	Guidebook (English & Urdu Version)	1,500
2	Parents Guardian/Legal Consent Form (English & Urdu)	60,000
3	Code of Conducts (Plastic Conduct)	4,000
4	Contract Agreement of PTCs	2,500
5	Affidavit Format	2,500
6	Payment Invoice Proforma for Drivers Pads)	1,500
7	Provincial Grievance Redressal Committee Notification	500
8	District Grievance Redressal Committee Notification	500
9	School Grievance Redressal Committee Notification	500
10	File Covers	2,000
11	Souvenirs	300
12	Office Dairies and Pens	100
13	Flyers for School Awareness	75,000

The Company hereby invites sealed **Quotations**, from eligible local manufacturers or their authorized dealers, registered with Income and Sales Tax Departments, as per the specifications and terms & conditions, provided in the Request for Quotation Document which can be downloaded from website (<https://www.cwd.gkp.pk/kp-rap.php>)

Procurement will be conducted through the World Bank's Procurement Method i.e. Request for Quotations, as specified in the World Bank "Procurement Regulations for IPF Borrowers" July 2016 [Revised November 2017 and July 2018] ("Procurement Regulations"). This Notice is also available on the websites <https://www.cwd.gkp.pk/kp-rap.php>

Quotations must be delivered to the address below on or before **11:00 hours – 15th April 2026**. Electronic submission is not be permitted.

**Project Director
PROJECT IMPLEMENTATION UNIT
KHYBER PAKHTUNKHWA RURAL ACCESSIBILITY PROJECT (KP-RAP)
COMMUNICATION AND WORKS DEPARTMENT**

GOVERNMENT OF KHYBER PAKHTUNKHWA

Address: House No. 14 F(A), Khushal Khan Khattak Road, University Town Peshawar,
Pakistan

Phone No: +92-91-9224272 **Email:** pd.kprap@gmail.com

INSTRUCTIONS TO BIDDERS

1. General

- 1.1** Quotations' prices submitted by the local Manufacturer/Authorized Dealer (**hereinafter referred to as "Bidder"**) must be firm & final, mentioning separately all applicable government taxes, duties and other levies as of the date of submission. If there is no mention of taxes, the offered / quoted price(s) shall be considered as inclusive of all prevailing taxes / duties. In case of any change in rates due to imposition of new taxes by the federal or provincial government, change in existing tax rates on the Contract Goods, the rate differential shall be payable by the Company to the Bidder or refunded to the Company by the Bidder.
- 1.2** To receive payments under the contract, offeror must be an active tax payer of Income & Sales Taxes. National Tax Number (NTN) and General Sales Tax (GST) Number with documentary proof shall have to be provided by the offeror to receive payments under the contract.
- 1.3** Quotations must be submitted for a complete (100% items) of Goods. The contract shall be awarded on complete package basis. Further, the quantities of Goods should be quoted in the same unit.
- 1.4** The name, brand, make and country of origin of Goods must be precisely stated in the quotation.
- 1.5** Discount/incentive, if any, offered by Bidder, shall not be considered. Moreover, the Bidder should quote only one rate for each item as per specifications. No alternate model/quote or separate accessories shall be accepted.
- 1.6** The Company shall not reimburse any expenses incurred in preparation and submission of Bids.
- 1.7** A Quotation and all subsequent correspondence shall be in **English** language. It should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information in "English" language for each item quoted, including names and addresses of firms providing after-sales service facilities in Pakistan.
- 1.8** Payments on account of a Contract Agreement to successful Bidders shall only be made in Pakistani Rupees. Therefore, the rates quoted by the Bidders should be offered in Pakistani Rupees and shall be written in figures as well as words in the Quotation Submission Form & Price Schedule, provided at **Appendix-A & Appendix-B**, respectively.
- 1.9** Quotations shall be rejected and Bidder may be penalized if documents and/or literature submitted by the Bidder with the quotation, is found to be tampered at any stage. Also, Bidder(s) engaged in corrupt or fraudulent practices (including collusion / polling) shall be declared ineligible either indefinitely or for a stated period of time.

1.10 The bidder(s) is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the quotations and entering into a Contract for execution of the bidding.

1.11 Conditional quotations will not be acceptable.

2. Quotation Submission Requirements

2.1 Quotations shall be submitted in separate, sealed, opaque envelope, clearly mentioning the Package Title and Bidder's name and address.

2.2 The bidder is required to offer/quote rate(s) in the format prescribed at **Appendix-B**. "Quotation Submission Form" (**Appendix-A**) is to be filled-in very carefully, preferably all documentation shall be either printed or written in permanent ink. Any alteration / correction must be initialed and stamped by an authorized representative of the Bidder, otherwise, the quoted rate(s) shall stand non-responsive. Every page is to be signed and stamped at the bottom. Serial number of the quoted item may be marked with red marker.

2.3 Entries with lead pencil are not acceptable.

2.4 The Quotation shall include without limitation, specifications and technical details of the Goods to be supplied, and supporting documents, brochures, leaflets, if any. Bidders shall be required to provide pictures and details of all the products they intend to supply.

2.5 A Quotation must be submitted strictly in accordance with the format, currency, the Technical Specifications & Schedule of Requirements (**Appendix-C**), specified by the Company in this Request for Quotation (RFQ) Document. Failure to submit Bid on the Company specified documentation or format may result in rejection of the Quotation/ and the Company's decision in this regard shall be final.

2.6 The bidders are requested to give their best and final prices as no negotiations are allowed.

2.7 Quotations shall be submitted on or before the due date and time mentioned by the Company in the "Procurement Notice" (but not later than **11:00 hours 09th April, 2026**, on a working day to following representative:

Project Director
PROJECT IMPLEMENTATION UNIT
KHYBER PAKHTUNKHWA RURAL ACCESSIBILITY PROJECT (KP-RAP)
COMMUNICATION AND WORKS DEPARTMENT
GOVERNMENT OF KHYBER PAKHTUNKHWA

Address: House No. 14 F(A), Khushal Khan Khattak Road, University Town
Peshawar, Pakistan

Phone No: +92-91-9224272

Email: pd.kprap@gmail.com

2.8 Quotations submitted after prescribed time shall not be entertained.

2.9 Each bidder shall satisfy himself before bidding as to the correctness and

sufficiency of this RFQ Document, the rates and prices entered in the Price Schedule, which rates and prices shall except otherwise expressly provided in the contract, cover all his obligations under the contract and all matters and things necessary for the proper completion of the resulting contract agreement.

3. Validity of Rates/Quotation

- 3.1** Quotations shall remain valid for a period of sixty (60) days from the date of submission. If the last date falls on a holiday, the validity shall be stand extended to the first working day of the Company thereafter. The Bidder, at its sole discretion, may allow any exception beyond validity period.

4. Eligibility Criteria

- 4.1** The bidder must have be local manufacturer or their authorized dealer, having manufacturing/assembly plant in the country.
- 4.2** The bidder must have Dealerships across the country with proper Business Location (Shop/Outlet) and landline telephone facility. A list to this effect must be submission with the Quotation.
- 4.3** The bidder must be registered with Income & Sales Tax Departments and must be in Active Taxpayers List.

5. Criteria for Quotation Evaluation

- 5.1** Offers determined to be substantially responsive to the eligibility Criteria and technical specifications, will be evaluated by comparison of their prices. The Company may ignore any trivial variations if it does not have any impact on the objective of Procurement. The award will be made to the firm offering the lowest evaluated price, on itemized & delivered duty paid (DDP) basis, which best meets the required standards/ specifications of technical capabilities along with complying/ providing all the requisite information and documentation.
- 5.2** In evaluating the quotations, the Company will adjust for any arithmetical errors as follows:
- (a) where there is a discrepancy between amounts in figures and in words, the amount in words shall govern;
 - (b) where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity(ies), the unit rate as quoted shall govern.
 - (c) If a bidder refuses to accept the correction, their quotation will be rejected.

In addition to the quoted price, the evaluated price shall include General Sales Tax (GST) applicable in the country.

6. Award of Contract

- 6.1** The award will be made to the bidder(s) offering the lowest evaluated prices for the items and that meet the required standards of technical capabilities. The successful bidder will sign a Contract as per attached Contract Agreement at **Appendix-D** and terms and conditions defined therein.
- 6.2** The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Company within thirty (30) days from the date of submission of quotation.

7. Rights of the Company

- 7.1** The estimated quantities of items in the package, have been mentioned at **Appendix-C**. The Company reserves the right to increase, decrease, delete or modify quantities of any item or Goods to be delivered under the Contract Agreement.
- 7.2** The Company reserves the right to reject any or all Quotations/Bids without assigning any reason. However, The Company shall upon request communicate, to any supplier or contractor who submitted a bid, the grounds for its rejection of all Bids, but is not required to justify those grounds.
- 7.3** If the Bidder withdraws their quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then the Bidder will be excluded from the list of suppliers for the Company for duration which the Company may determine, appropriate.

APPENDIX-A

Quotation Submission Form

(This Form must be submitted only using the Bidder's Official Letterhead/Stationery)

Date: _____

To: *[name and address of Purchaser]*

Having examined the RFQ document including Procurement Notice for Activity No. PK-KP C&W-395098-GO-RFQ, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[PROCUREMENT AND SUPPLY OF PRINTING MATERIALS]* in conformity with the terms & conditions defined in the said RFQ document for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Quotation.

We undertake, if our Quotation is accepted, to deliver the goods in accordance with the delivery schedule specified in the Appendix viz. Technical Specifications & Delivery Schedule.

We agree to abide by this Quotation for a period of *[number]* days from the date fixed for Quotation Submission under Clause 3 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Quotation, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Supplier: _____

Address: _____

Phone Number: _____

Fax Number, if any _____

APPENDIX-C

TECHNICAL SPECIFICATIONS & DELIVERY SCHEDULE

S. No.	Item Descriptions	Specifications	Qty
1	Guidebook (English & Urdu Version)	Size: 25cmx17.78cm No of Pages: 130 Paper: Offset 80gram Imported White Paper Cover: 310gram Art Card Colored Printing with Lamination Binding: Center Pin, Gum Binding	1,500
2	Parents Guardian/Legal Consent Form (English & Urdu)	Size: 210x297cm No of Pages: 2 Paper: Offset 80gram Imported White Paper Colored Printing Double Side	60,000
3	Code of Conducts (Plastic Conduct)	Size: 210x297cm No of Pages: 02 Paper: 310gram Art Card Colored Printing with Lamination, UV Hard Coated with Rings Colored Printing Double Side	4,000
4	Contract Agreement of PTCs	Size: Legal No of Pages: 02 Paper: Offset 80gram Imported White Paper Colored Printing Double Side	2,500
5	Affidavit Format	Size: Legal No of Pages: 02 Paper: Offset 80gram Imported White Paper Colored Printing Double Side	2,500
6	Payment Invoice Proforma for Drivers Pads)	Size: Legal Size No of Pages: 110 Paper: 3 Different colors Imported Carbonized Paper with Printing Serial Number on Each Page Binding from Top with Dotted Preferred	1,500
7	Provincial Grievance Redressal Committee Notification	Size: 210x297cm No of Pages: 02 Paper: Offset 80gram Imported White Paper Colored Printing Double Side	500
8	District Grievance Redressal Committee Notification	Size: 210x297cm No of Pages: 02 Paper: Offset 80gram Imported White Paper Colored Printing Double Side	500
9	School Grievance Redressal Committee Notification	Size: 210x297cm No of Pages: 02 Paper: Offset 80gram Imported White Paper Colored Printing Double Side	500
10	File Covers	Size: Legal Art Card 310 Gram Four Colored Printed With rings	2,000
11	Souvenirs	Black Color Morocco Covered Hard Box with UV Printing on Top Colored Dairy (Hard Cover with Colored Branding) Pen (Metal / Plastic Pens with Colored Branding) Keychain Laser Engraved (Metal Black Color Pen) With Hand Bag Colored Printed on art Card 310 Gram with Doori Handle	300
12	Office Dairy with Pens	Dairy (Hard Cover with Colored Branding) with Packing	100

S. No.	Item Descriptions	Specifications	Qty
		Pen (Metal / Plastic Pens with Colored Branding) with Packing	
13	Flyers for School Awareness	A4 Size Double Side Printed on Matt Paper 4 Pages with Center Fold with Different Designs	75,000

DELIVERY SCHEDULE

The goods as per table (Specifications & Designs) above must be delivered within **Thirty (30) days** from the date of award of contract, at the following address

Project Director
PROJECT IMPLEMENTATION UNIT
KHYBER PAKHTUNKHWA RURAL ACCESSIBILITY PROJECT (KP-RAP)
COMMUNICATION AND WORKS DEPARTMENT
GOVERNMENT OF KHYBER PAKHTUNKHWA
Address: House No. 14 F(A), Khushal Khan Khattak Road, University Town
Peshawar, Pakistan
Phone No: +92-91-9224272
Email: pd.kprap@gmail.com

APPENDIX-D

Conditions of Contract

[Note: All italicized text is for use in completing the contract and shall be deleted from the final Conditions of Contract]

<p>1. Definitions</p>	<p>1.1 The following words and expressions shall have the meanings hereby assigned to them:</p> <ul style="list-style-type: none">(a) “Bank” means the World Bank and refers to the International Bank for Reconstruction and Development (IBRD) or the International Development Association (IDA).(b) “CC” means the Conditions of Contract.(c) “Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.(d) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.(e) “Contract Price” means the price payable to the Supplier as specified in CC 8.1, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.(f) “Day” means calendar day.(g) “Completion” means the fulfillment of the Related Services, as applicable, by the Supplier in accordance with the terms and conditions set forth in the Contract.(h) “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.(i) “Party” means the Purchaser or the Supplier, as the context requires, and “Parties” means both of them.(j) “Purchaser” means the entity purchasing the Goods and Related Services as applicable, as specified in CC 2.
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	<p>(k) “Purchaser’s Country” is the country specified in the CC 2.</p> <p>(l) “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract, as applicable.</p> <p>(m) “Subcontractor” means any person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.</p> <p>(n) “Supplier” means the person, private or government entity, or a combination of the above, whose Quotation to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.</p> <p>(o) “The Project Site,” where applicable, means the place named CC 2.</p>
<p>2. Purchaser, Purchaser’s Country, Project Site/Final Destination</p>	<p>2.1 The Purchaser is: <i>[Insert complete legal name of the Purchaser]</i></p> <p>2.2 The Purchaser’s Country is: <i>[insert name of the Purchaser’s Country]</i></p> <p>2.3 The Project Site(s)/Final Destination(s) is/are: <i>[Insert name(s) and detailed information on the location(s) of the site(s), where applicable]</i></p>
<p>3. Incoterms</p>	<p>3.1 The edition of Incoterms that shall apply is: <i>[insert date of current edition]</i></p>
<p>4. Notices and Addresses for notices</p>	<p>4.1 Any notice given by one Party to the other pursuant to the Contract shall be in writing to the address hereafter using the quickest available method such as electronic mail with proof of receipt.</p> <p>A notice shall be effective when delivered or on the notice’s effective date, whichever is later.</p> <p><u>Address for notices to the Purchaser:</u></p> <p><i>[insert the name of officer authorized to receive notices]</i></p> <p><i>[title/position]</i></p> <p><i>[department/work unit]</i></p> <p><i>[address]</i></p> <p><u>[Electronic mail address]</u></p> <p><u>Address for notices to the Supplier:</u></p>

	<p><i>[insert the name of officer authorized to receive notices]</i></p> <p><i>[title/position]</i></p> <p><i>[department/work unit]</i></p> <p><i>[address]</i></p> <p><i>[Electronic mail address]</i></p>
<p>5. Governing Law</p>	<p>5.1 The Contract shall be governed by and interpreted in accordance with the laws of <i>[state: “the Purchaser’s Country”, unless any other law shall apply]</i>.</p> <p>5.2 Throughout the execution of the Contract, the Supplier shall comply with the import of goods and services prohibitions in the Purchaser’s Country when:</p> <ul style="list-style-type: none"> (a) as a matter of law or official regulations, the Borrower’s country prohibits commercial relations with that country; or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower’s Country prohibits any import of goods from that country or any payments to any country, person, or entity in that country.
<p>6. Settlement of Disputes</p>	<p>6.1 <i>[CC 6(a) shall be retained in the case of a Contract with a foreign Supplier and CC 6 (b) shall be retained in the case of a Contract with a national of the Purchaser’s Country.]</i></p> <p>(a) Contract with foreign Supplier:</p> <p><i>[unless the Purchaser chooses the commercial arbitration rules of another international arbitral institution, the following sample clause should be inserted:]</i></p> <p>All disputes arising out of or in connection with the present contract shall be finally settled under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with the said Rules.</p> <p>(b) Contracts with Supplier national of the Purchaser’s Country:</p> <p>In the case of a dispute between the Purchaser and a Supplier who is a national of the Purchaser’s Country, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Purchaser’s Country.</p>

<p>7. Shipping and other documents to be provided</p>	<p>7.1 The Delivery of the Goods and Completion of the Related Services as applicable shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements.</p> <p>Details of Shipping and other Documents to be furnished by the Supplier are: <i>[insert the required documents, such as a negotiable bill of lading, a non-negotiable sea way bill, an airway bill, a railway consignment note, a road consignment note, insurance certificate, Manufacturer’s or Supplier’s warranty certificate, inspection certificate issued by nominated inspection agency, Supplier’s factory shipping details or any other documents that may be required for customs clearance.]</i></p> <p>The above documents shall be received by the Purchaser:</p> <ul style="list-style-type: none"> (i) before arrival of the Goods, if the mode of payment is through letter of credit if so specified in CC 9. If the documents are not received before arrival of the Goods, the Supplier will be responsible for any consequent expenses; or otherwise; (ii) on shipment.
<p>8. Contract Price</p>	<p>8.1 The Contract Price is specified in Price Schedule 4.</p> <p>8.2 Subject to CC 31 and 32, the prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier and accepted by the Purchaser.</p>
<p>9. Terms of payment</p>	<p>9.1 The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p><i>[Normally the L/C method of payment applies to Goods from abroad. For emergency procurement, the time and processes for L/C may not suit the fast track procurement. It is expected that the Direct Payment disbursement method will apply. The Direct Payment method coupled with a relatively high advance payment is expected to help mitigate the risk (due to non-availability of L/C) to the Supplier. If L/C has to be used, the required processes shall be completed in an efficient manner.]</i></p> <p>[State: The Purchaser <i>[insert: “shall” or “shall not”, as appropriate]</i> process the payments using the Direct Payment disbursement method, as defined in the World Bank’s Disbursement Guidelines for Investment Project Financing.]</p>

[SAMPLE PROVISION (TERMS OF PAYMENT ARE SUBJECT TO NEGOTIATION; MODIFY AS APPROPRIATE)]

Payment for Goods supplied from abroad:

[Choose the applicable option and delete the other]

[Option 1- for payments using the Direct Payment Disbursement method]:

Payment of foreign currency portion shall be made in (____) *[currency of the Contract Price]* in the following manner:

(i) Advance Payment:

- Ten (10) percent of the Contract Price shall be paid, within ten (10) days of signing of the Contract and upon submission of a claim for the amount;
- Thirty (30) percent of the Contract Price shall be paid within twenty (20) days of signing of the Contract and upon submission of claim and a bank demand guarantee, in the form provided in the request for invitation for direct contracting or another form acceptable to the Purchaser, for equivalent amount valid until the Goods are delivered and in the form of Advance Payment Security provided in the RFQ or another form acceptable to the Purchaser.

(ii) On Shipment: Fifty (50) percent of the Contract Price of the Goods shipped shall be paid, within 15 days after submission of documents specified in CC 7.

(iii) On Acceptance: Ten (10) percent of the Contract Price of Goods received shall be paid within fifteen (15) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Purchaser.

Payment of local currency portion shall be made in ____ *[currency]* within fifteen (15) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted services have been performed.]

[Option 2- for payments using letter of credit]

Payment of foreign currency portion shall be made in (____) *[currency of the Contract Price]* in the following manner:

- (i) Advance Payment:** Ten (10) percent of the Contract Price shall be paid within fifteen (15) days of signing of the Contract, and upon submission of claim.
- (ii) On Shipment:** Eighty (80) percent of the Contract Price of the Goods shipped shall be paid through

	<p>irrevocable confirmed letter of credit opened in favor of the Supplier in a bank in its country, upon submission of documents specified in CC 7.</p> <p>(iii) On Acceptance: Ten (10) percent of the Contract Price of Goods received shall be paid within fifteen (15) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Purchaser.</p> <p>Payment of local currency portion shall be made in ____ [currency] within fifteen (15) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed.</p> <p>Payment for Goods and Services supplied from within the Purchaser’s Country:</p> <p>Payment for Goods and Services supplied from within the Purchaser’s Country shall be made in ____ [currency], as follows:</p> <p>(i) Advance Payment: Ten (10) percent of the Contract Price shall be paid within thirty (15) days of signing of the Contract upon submission of a claim for the amount.</p> <p>(ii) On Delivery: Eighty (80) percent of the Contract Price shall be paid on receipt of the Goods and within 15 days after submission of the documents specified in CC 7.</p> <p>(iii) On Acceptance: The remaining ten (10) percent of the Contract Price shall be paid to the Supplier within fifteen (15) days after the date of the acceptance certificate for the respective delivery issued by the Purchaser.</p>
<p>10. Taxes and Duties</p>	<p>10.1 For Goods manufactured outside the Purchaser’s Country, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser’s Country.</p> <p>10.2 For Goods Manufactured within the Purchaser’s Country, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.</p> <p>10.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in the Purchaser’s Country, the Purchaser shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.</p>

<p>11. Performance Security</p>	<p>11.1 <i>[A Performance Security <u>shall normally not be required for the subject emergency procurement.</u> In exceptional circumstances, if a Performance Security is required, insert the following:]</i></p> <p><i>["The Supplier shall, within [insert number] of days of the notification of contract award, provide a performance security for the performance of the Contract</i></p> <p>The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.</p> <p>The amount of the Performance Security shall be: <i>[insert 10% of Contract Price unless agreed otherwise]</i>, denominated in the currency(ies) of the Contract, or in a freely convertible currency acceptable to the Purchaser. The Performance Security shall be in the form of the attached Demand Guarantee.</p> <p>The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than fourteen (14) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise."]</p>
<p>12. Subcontractors</p>	<p>12.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the Quotation. Such notification, in the original Quotation or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.</p>
<p>13. Specifications and Standards</p>	<p>13.1 The Goods and Related Services if applicable supplied under this Contract shall conform to the technical specifications and standards mentioned in the Technical Specifications and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.</p>
<p>14. Packing, marking and documentation</p>	<p>14.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into</p>

	<p>consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>14.2 The packing, marking and documentation within and outside the packages shall be: <i>[insert the type of packing required, the markings in the packing and all documentation required; or refer to the Technical Specifications]</i></p>
<p>15. Insurance cover</p>	<p>15.1 The insurance coverage shall be as specified in the Incoterms. [Preferred provision]</p> <p>OR</p> <p>If not in accordance with Incoterms, insurance shall be as follows:</p> <p><i>[insert specific insurance provisions agreed upon, including coverage, currency and amount]</i></p>
<p>16. Transportation</p>	<p>16.1 Responsibility for transportation of the Goods shall be as specified in the Incoterms.</p> <p>If not in accordance with Incoterms, responsibility for transportations shall be as follows: <i>[insert "The Supplier is required under the Contract to transport the Goods to a specified place of final destination within the Purchaser's Country, defined as the Project Site. Transport to such place of destination in the Purchaser's Country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price"; or any other agreed upon trade terms (specify the respective responsibilities of the Purchaser and the Supplier)]</i></p> <p><i>[Given the emergency nature of the subject procurement, insert the following if the main [or only, if appropriate] mode of international transport shall be air]</i></p> <p>"Mode of Transport: The main <i>[or only, if appropriate]</i> mode of international transport shall be by air."</p>
<p>17. Inspections and Tests</p>	<p>17.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out the tests and/or inspections of the Goods and Related Services as are specified in the Technical Specifications.</p> <p>17.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in any other location, as specified in the Technical Specifications. Subject to CC 17.3, if conducted on the premises of the Supplier or its Subcontractor, all</p>

	<p>reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.</p> <p>17.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in CC 17.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.</p> <p>17.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.</p> <p>17.5 In accordance with CC 31, the Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract.</p> <p>17.6 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.</p> <p>17.7 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to CC 17.5.</p> <p>17.8 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to CC 17.7, shall release the Supplier from any warranties or other obligations under the Contract</p>
<p>18. Delivery Date and Completion Date</p>	<p>18.1 The Delivery Date of the Goods shall be: _____ <i>[Insert the Delivery Date]. If phased delivery is allowed specify the acceptable delivery schedule].</i></p>

	<p>18.2 [if applicable] The Completion Date of Related Services shall be: ____ <i>[Insert the Completion Date if there are related services; otherwise delete this entry].</i></p>
<p>19. Liquidated damages and bonuses</p>	<p>19.1 The liquidated damage shall be <i>[insert %]</i> of the price of the delayed Goods or unperformed Services] for each week or part thereof of delay until actual delivery or performance.</p> <p>The maximum amount of liquidated damages shall be <i>[insert %]</i> of the Contract Price. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to CC 26.</p> <p><i>[Optional]</i></p> <p><i>[Insert if there are no Related Services:]</i> Bonus payment to the Supplier shall be <i>[insert number]</i> % per day if the Goods under the Contract are delivered before the final contractual Delivery Date].</p> <p><i>[Insert if there are Related Services:]</i> Bonus payment to the Supplier shall be <i>[insert number]</i> % per day if the Goods under the Contract are delivered and the Related Services are completed before the Completion Date].</p>
<p>20. Warranty</p>	<p>20.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.</p> <p>20.2 The Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.</p> <p>20.3 The warranty shall remain valid for <i>[insert number]</i> months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination, or for <i>[insert number]</i> months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.</p> <p>20.4 The period for repair or replacement after being notified of the defect by the Purchaser shall be <i>[insert number]</i> days.</p> <p>20.5 If having been notified, the Supplier fails to remedy the defect within the period specified in CC 20.4, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice</p>

	<p>to any other rights which the Purchaser may have against the Supplier under the Contract.</p> <p>20.6 For purposes of the warranty, the place(s) of final destination(s) shall be: <i>[specify where appropriate]</i></p>
21. Copyright	<p>21.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.</p>
22. Fraud and Corruption	<p>22.1 The Bank requires compliance with the Bank’s Anti-Corruption Guidelines and its prevailing sanctions policies and procedures as set forth in the WBG’s Sanctions Framework, as set forth in Attachment A to the Conditions of Contract.</p> <p>22.2 The Purchaser requires the Supplier to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the request for quotations or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.</p>
23. Inspections and Audit by the Bank	<p>23.1 Pursuant to paragraph 2.2 e. of the attachment to the Conditions of Contract, the Supplier shall permit and shall cause its agents (where declared or not), subcontractors, subconsultants, service providers, suppliers, and personnel, to permit, the Bank and/or persons appointed by the Bank to inspect the site and/or the accounts, records and other documents relating to the request for quotations process and/or execution of Contract. The Supplier’s and its subcontractors attention is drawn to CC 22.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Bank’s inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Bank’s prevailing sanctions procedures).</p>
24. Limitation of Liability	<p>24.1 Except in cases of criminal negligence or willful misconduct,</p> <p>(a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any</p>

	<p>indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser and</p> <p>(b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the Purchaser with respect to patent infringement.</p>
<p>25. Force Majeure</p>	<p>25.1 The Supplier shall not be liable for forfeiture of its Performance Security (if required), liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>25.2 For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, and freight embargoes.</p> <p>25.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p> <p>25.4 If the performance of the Contract is substantially prevented, hindered or delayed for a single period of more than sixty (60) days or an aggregate period of more than one hundred and twenty (120) days on account of one or more events of Force Majeure during the currency of the Contract, the Parties will attempt to develop a mutually satisfactory solution, failing which either Party may terminate the Contract by giving a notice to the other Party.</p>
<p>26. Termination</p>	<p>26.1 Termination for Default</p>

The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:

- (i) *if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser;***
- (ii) *if the Supplier fails to perform any other obligation under the Contract; or***
- (iii) *if the Supplier, in the judgment of the Purchaser has engaged in Fraud and Corruption, in competing for or in executing the Contract.***

In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services if applicable similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services if applicable. However, the Supplier shall continue performance of the Contract to the extent not terminated.

26.2 Termination for Convenience

- (a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.**
- (b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:**
 - (i) *to have any portion completed and delivered at the Contract terms and prices; and/or***

	<p>(ii) <i>to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services if applicable and for materials and parts previously procured by the Supplier.</i></p>
<p>27. Forced Labor</p>	<p>27.1 The Supplier, including its Subcontractors, shall not employ or engage forced labor or persons subject to trafficking, as described in CC 27.2 and CC 27.3.</p> <p>27.2 Forced labor consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labor, such as indentured labor, bonded labor or similar labor-contracting arrangements.</p> <p>27.3 Trafficking in persons is defined as the recruitment, transportation, transfer, harbouring or receipt of persons by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power, or of a position of vulnerability, or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purposes of exploitation.</p>
<p>28. Child Labor</p>	<p>28.1 The Supplier, including its Subcontractors, shall not employ or engage a child under the age of 14 unless the national law specifies a higher age (the minimum age).</p> <p>28.2 The Supplier, including its Subcontractors, shall not employ or engage a child between the minimum age and the age of 18 in a manner that is likely to be hazardous, or to interfere with, the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral, or social development.</p> <p>Work considered hazardous for children is work that, by its nature or the circumstances in which it is carried out, is likely to jeopardize the health, safety, or morals of children. Such work activities prohibited for children include work:</p> <ul style="list-style-type: none"> (a) with exposure to physical, psychological or sexual abuse; (b) underground, underwater, working at heights or in confined spaces; (c) with dangerous machinery, equipment or tools, or involving handling or transport of heavy loads;

	<p>(d) in unhealthy environments exposing children to hazardous substances, agents, or processes, or to temperatures, noise or vibration damaging to health; or</p> <p>(e) under difficult conditions such as work for long hours, during the night or in confinement on the premises of the employer.</p>
<p>29. Health and safety obligations</p>	<p>29.1 The Supplier shall comply, and shall require its Subcontractors if any to comply, with all applicable health and safety regulations, laws, guidelines, and any other requirement stated in the Technical Specifications.</p>
<p>30. Patent Indemnity</p>	<p>30.1 The Supplier shall, subject to the Purchaser's compliance with CC 30.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:</p> <ul style="list-style-type: none"> a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and b) the sale in any country of the products produced by the Goods. <p>Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.</p> <p>30.2 If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in CC 30.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.</p>

	<p>30.3 If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.</p> <p>30.4 The Purchaser shall, at the Supplier’s request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.</p> <p>30.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney’s fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.</p>
<p>31. Change Orders and Contract Amendments</p>	<p>31.1 The Purchaser may at any time order the Supplier through notice in accordance CC 4.1, to make changes within the general scope of the Contract in any one or more of the following:</p> <ul style="list-style-type: none"> (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser; (b) the method of shipment or packing; (c) changes in quantities of Goods to be supplied within the range specified herewith. [<i>insert as appropriate: “The maximum percentage by which quantities may be increased is: [insert percentage]; The maximum percentage by which quantities may be decreased is: [insert percentage]”</i>]; (d) the place of delivery; (e) any test and/or inspection not required by the Contract but deemed necessary, pursuant to CC 17.5; and (f) the Related Services to be provided by the Supplier. <p>31.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier’s performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract</p>

	<p>Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Purchaser's change order.</p> <p>31.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>31.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.</p>
<p>32. Change in Laws and Regulations</p>	<p>32.1 Unless otherwise specified in the Contract, if after the date of submission of Quotation, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in the place of the Purchaser's Country where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract.</p>
<p>Additional Clauses</p>	<p><i>[insert any additional clauses as necessary, otherwise delete this row]</i></p>

Attachment A to the Conditions of Contract

Fraud and Corruption

(Text in this Appendix shall not be modified)

1. Purpose

1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

- a. Defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v. "obstructive practice" is:
 - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

- (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.
- b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- d. Pursuant to the Bank's Anti- Corruption Guidelines and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;¹ (ii) to be a nominated² sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect³ all accounts, records

¹ For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

² A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

³ Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in

and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the Bank.

hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

Sample Letter of Award of Contract

[modify as appropriate]

[use letterhead paper of the Purchaser]

[date]

To: *[name and address of the Supplier]*

Subject: **Notification of Award of Contract No.**

In reference to the RFQ *[insert reference number and date]*, your Quotation *[insert reference number and date]* has been accepted.

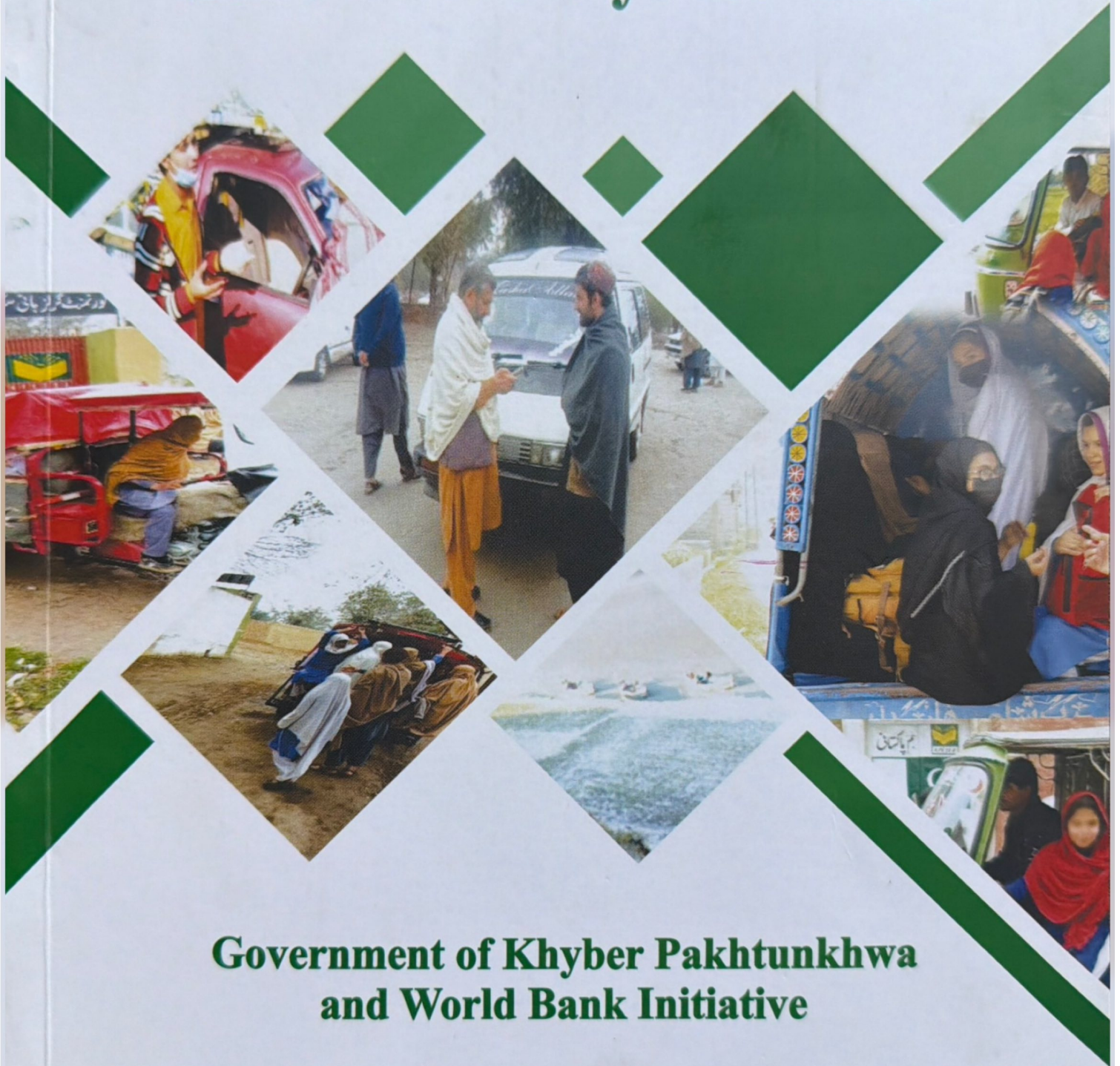
Please find inclosed herewith the Contract. You are requested to sign the contract within *[insert no of days]*.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Safe and Affordable School Journeys for Girls



**Government of Khyber Pakhtunkhwa
and World Bank Initiative**





والدین / سرپرست رضامندی کا فارم

پروگرام کا نام: لڑکیوں کے لیے سکول تک محفوظ اور آسان رسانی

خیبر پختونخوا دیہی رسائی پراجیکٹ (KP-RAP) حکومت خیبر پختونخوا اور عالمی بینک کا ایک پراجیکٹ ہے۔ اس کا مقصد پاکستان کے صوبہ خیبر پختونخواہ (کے پی) کے دیہی علاقوں میں لڑکیوں کے لیے اسکول جانا آسان اور محفوظ بنانا ہے۔

خیبر پختونخوا حکومت نے دیہی لڑکیوں کی تعلیم کے لیے ایک مفت ٹرانسپورٹ پروگرام شروع کیا ہے۔ اس پروگرام کے تحت کچھ سرکاری مڈل اسکولوں میں لڑکیوں کے لیے محفوظ اور قابل اعتماد ٹرانسپورٹ دی جائے گی۔ اس پروگرام کا مقصد دیہی علاقوں کی لڑکیوں کو آسانی سے اور بغیر کسی مشکل کے روزانہ اسکول جانے میں مدد کرنا ہے۔

پروگرام کی تفصیلات

1- سفری سہولت کا انتظام

- طلباء کو ان کے گھروں سے مڈل اسکول تک پہنچانے اور گھر واپس اتارنے کے لیے گاڑیوں کا انتظام کیا گیا ہے۔
- یہ ٹرانسپورٹ سروس روزانہ چلے گی تاکہ طلباء کی حاضری یقینی بنائی جاسکے۔

2- لڑکیوں کی نگرانی اور حفاظت

- ایک خاتون ٹیچر طلباء کے ساتھ پورے سفر کے دوران اسکول جانے اور واپس آنے تک ساتھ ہوں گی۔
- خاتون ٹیچر کی موجودگی طلباء کی حفاظت اور خیریت کے لیے ہوگی۔

3- لاگت اور فنڈنگ

- خیبر پختونخوا حکومت اس ٹرانسپورٹ پروگرام کا پورا خرچہ اٹھائے گی۔
- طلباء یا ان کے خاندانوں سے کوئی پیسے نہیں لیے جائیں گے۔

4- اسکول میں حاضری

- مفت ٹرانسپورٹ سروس جاری رکھنے کے لیے، طلباء کو کم از کم 80% حاضری رکھنی ہوگی۔
- اس شرط کو پورا کرنے کے لیے حاضری باقاعدگی سے دیکھی جائے گی۔



Agreement for Provision of Transportation Services to PTCs

THIS AGREEMENT made the _____ day of Month _____ and Year _____ between the Parent Teacher Council (PTC) of GGMS/GGHS/GGHSS _____ District DI Khan/ Lakki/ Hangu/ Torghar/ Kohistan Lower/ Kohistan Upper/ Kolai Palas/ Kohat/ Bannu/ Charsadda (Tick Mark) of the one part (hereinafter called the PTC) and [_____ Transport Service Provider] (hereinafter called "the Service Provider or TSP") of the other part. TSP to provide transport services through a Car/Rickshaw/Qingqi/Loader/Pickup/Flying Coach/Hiace/Carry Bolan/Suzuki/Bus/Mazda etc _____, at District _____:

WHEREAS the PTC have, through required due diligence, identified a Transport Service Provider or a Driver that meets the required criteria as stated at Annex-A Community Vehicle Rental Services on Monthly Basis and has accepted a price agreed with TSP or a driver for the provision of these services at the [PKR _____ /Per month Per Passenger], as per following provisions:

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

Transport Service Provider or a Driver will provide a vehicle that meets minimum requirements stated below for pick & drop of Girls Students/Teachers in different (District DI Khan, Lakki, Hangu, Torghar, Kohistan Lower, Kohistan Upper, Kolai Palas, Kohat, Bannu and Charsadda) of Khyber Pakhtunkhwa:

- (a) An appropriate road worthy and safe transport with minimum of four passenger seats.
- (b) Preference will be given to Models not earlier than 2010.
- (c) Fueling will be the responsibility of the Transport Service Provider or the drivers.
- (d) Drivers of vehicle will be required to have a valid driving license
- (e) The vehicle shall be registered with the respective Excise & Taxation and Transport Department or any other relevant Department and shall have all the relevant documents for ownership and legal purchase
- (f) If the agreement has been signed with a TSP under whom individual drivers are employed, then the concerned TSP will be responsible for salaries and other expenses of the service provided by all drivers under them. PIU is not responsible for payments to each individual driver.
- (g) Annual vehicle token tax, insurance fee or any other taxes etc. will be paid by the Service Provider or by the drivers.
- (h) Mechanical work (minor and major) during the field visits will be the responsibility of the Service Provider or he drivers.
- (i) Engine and other oiling and car wash will be the responsibility of the Service Provider or of the drivers, as well as maintaining a minimum standard of safety of the vehicle, as specified by the manufacturer. i.e.
 - a. Always ensuring vehicles in good condition and regularly serviced.
 - b. Adhering to speed limits. c. Keeping a proper lookout for other vehicles and pedestrians.
 - d. Wearing seat belts at all times. e. Road rules are followed. f. Routes are carefully planned.
 - g. Front lights and other indicators are well maintained.
- (j) Vehicle(s) accident and or theft will not be the responsibility of the PTC.
- (k) Service Provider or driver will submit monthly invoice only 3 days before last working day of each month,



**GOVERNMENT OF KHYBER PAKHTUNKHWA
PROJECT IMPLEMENTATION UNIT
KHYBER PAKHTUNKHWA RURAL ACCESSIBILITY PROJECT
COMMUNICATION & WORKS DEPARTMENT KHYBER PAKHTUNKHWA**



House No. 14/F(A&B), Khushal Khan Khattak Road, University Town Peshawar.
Phone No.92-91-9216325 - E-mail: pd-kprap@gmail.com

ڈرائیورز کے لئے

کرنے کے کام	نہ کرنے کے کام
وقت کی پابندی کریں: اپنے مقررہ پک اپ پوائنٹس پر وقت پر پہنچیں۔	نہ گھوریں: نہ ہی مسافروں سے ایسی بات چیت کریں جو انہیں غیر آرام دہ (Uncomfortable) کرے۔
اچھا لباس پہنیں: ذاتی صفائی کا خیال رکھیں۔	ہتھیار ممنوع ہیں: گاڑی میں کسی بھی قسم کے ہتھیار یا تیز دھار اشیاء نہ لائیں۔
مسافروں کو محفوظ رکھیں: مسافروں کی حفاظت کا خیال رکھیں۔ ان کی حفاظت سب سے زیادہ اہمیت کی حامل ہے۔	معلومات کا تبادلہ نہ کریں: مسافروں کے ساتھ کسی بھی قسم کی ذاتی معلومات (جس میں موبائل فون نمبر شامل ہیں) کا تبادلہ سختی سے منع ہے۔
محفوظ ڈرائیونگ کریں: تمام ٹریفک قوانین کی پابندی کریں۔	طالبات سے رابطہ نہ کریں: ڈرائیور کے اوقات کے علاوہ کسی طالب علم سے ملاقات منع ہے۔
مقررہ راستہ اختیار کریں: ہمیشہ کو دیے گئے راستے پر چلیں۔	غیر متعلقہ افراد کو سوار نہ کریں: پیک / ڈرائیور کے اوقات میں کسی اجنبی یا غیر متعلقہ شخص کو گاڑی میں سوار نہ کریں۔
مسافروں کے سوار ہونے کا انتظار کریں: ہر سٹاپ پر 5 منٹ انتظار کریں اور تب تک نہ چلیں جب تک تمام متوقع مسافر گاڑی میں سوار نہ ہو جائیں۔	غیر ضروری اور نامنظور جگہ پر سٹاپ نہ کریں: صرف مقررہ مقامات پر رکیں، سوائے ہنگامی حالات کے۔
اپنے آپ کو دستیاب رکھیں: یقینی بنائیں کہ آپ کے پاس ایک فعال فون ہو اور اسکول اور والدین کے رابطے کے لئے ہر وقت دستیاب رہیں (سوائے ڈرائیونگ کے دوران)۔	فون استعمال نہ کریں: ڈرائیونگ کے دوران کسی بھی الیکٹرانک ڈیوائس کا استعمال نہ کریں: کھانے یا فون پر میسجنگ یا بات چیت جیسے عوامل سے بچیں۔
اپنی گاڑی کی دیکھ بھال کریں: بریکس، ٹائر، لائٹس، انجن کا باقاعدہ معائنہ کریں۔	گھنٹاؤں سے زیادہ افراد کو سوار نہ کریں: گاڑی میں مسافروں کی گھنٹاؤں سے زیادہ سوار یاں نہ بٹھائیں۔
قوانین کی پابندی کریں: تمام ٹریفک علامات اور اشاروں کی پابندی کریں۔	گاڑی کی رفتار حد سے زیادہ نہ بڑھائیں: مقررہ حد رفتار سے تجاوز نہ کریں۔
رفتار پر قابو رکھیں: رفتار کی حد پر عمل کریں، رفتار کو روڈ کی حالت کے مطابق ایڈجسٹ کریں۔	خطرناک ڈرائیونگ سے بچیں: اچانک لین تبدیلی یا تیز موڑ جیسے خطرناک حرکتیں نہ کریں۔
ہوشیار رہیں: پیدل چلنے والوں، جانوروں اور دیگر گاڑیوں کا خیال رکھیں۔	سینسٹنس کے مسائل کو نظر انداز نہ کریں: کسی بھی میکانیکی مسئلے کو فوری طور پر حل کریں تاکہ حادثات سے بچا جاسکے۔
واضح اشارے دیں: انڈیکسٹر ز اور ہاتھ کے اشارے استعمال کریں۔	نشے کی حالت میں ڈرائیونگ نہ کریں: شراب یا نشیات کے زیر اثر ڈرائیونگ نہ کریں۔
خلفشار (Distraction) سے بچیں: موبائل فون یا کسی دوسری وجہ سے اپنی توجہ کو غیر مرکز ہونے سے بچائیں۔	سیٹ بیلٹس کو نظر انداز نہ کریں: اگر سیٹ بیلٹ دستیاب ہوں تو ہمیشہ مسافروں کو سیٹ بیلٹ پہننے کی تاکید کریں
موسم کے حالات کا خیال رکھیں: موسم کے حالات کے مطابق ڈرائیونگ کریں تاکہ حفاظت کو یقینی بنایا جاسکے۔	گاڑی کے پیچھے نہ لگیں: اچانک رکنے کے لئے گاڑی سے محفوظ فاصلے پر رہیں۔
مسافروں کو صحیح طریقے سے بٹھائیں: مسافروں کو صحیح طریقے سے بٹھائیں۔	چار حانہ روئے میں ٹوٹ نہ ہوں: روڈ پر حصہ سے بچیں اور ڈرائیونگ کے دوران سکون برقرار رکھیں۔
کسی بھی حادثے سے نمٹنے کے لئے تیار رہیں: فرسٹ ایڈ کٹ اور ہنگامی نمبر ذرا سادھ رکھیں۔	
ایچھے اخلاق کا مظاہرہ کریں: روڈ استعمال کرنے والے دیگر لوگوں کا احترام کریں، چار حانہ ڈرائیونگ سے بچیں۔	

Government of Khyber Pakhtunkhwa



Khyber Pakhtunkhwa Rural Accessibility Project (KP-RAP) Communication & Works Department

File No: _____

SUBJECT

PREVIOUS REFERENCES	LATTER REFERENCES





Khyber Pakhtunkhwa Rural Accessibility Project (KP-RAP)

**Communication and Works Department
Government of Khyber Pakhtunkhwa**



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