Aga Khan Rural Support Program (AKRSP)

REQUEST FOR QUOTATION (RFQ)

RFQ No: AKRSP/0330/2025 Delivery Point: Kand Payeen

RFQ Date: 13/8/2025 Submission Date: 04/9/2025

**Subject: Request for Quotation -** supply, transportation, and delivery of Step-Up and Step-Down Transformers, including safe transportation to the designated project site of Kand Payeen Micro Hydel Project (MHP) in Upper Chitral

**1. INTRODUCTION**

The Aga Khan Rural Support Programme (AKRSP) invites sealed quotations from reputable, registered, and experienced suppliers for the supply, transportation, and delivery of Step-Up and Step-Down Transformers, including safe transportation to the designated project site of Kand Payeen Micro Hydel Project (MHP) in Upper Chitral, Khyber Pakhtunkhwa, Pakistan.

This procurement is part of AKRSP’s ongoing commitment to implementing quality infrastructure in rural communities. All suppliers must comply with the terms, conditions, and technical specifications outlined in this RFQ. Any deviation from these terms shall require prior written approval from AKRSP’s designated engineer.

**2. SCOPE OF WORK**

The scope of this procurement covers:

1. Supply of WAPDA-approved Step-Up and Step-Down Transformers of specified capacities, with electrolytic copper winding and ONAN cooling.
2. Transportation of all equipment from the supplier’s premises to the project site, including road transportation that may require jeepable routes.
3. Compliance with all AKRSP quality and inspection requirements.

**3. INSTRUCTIONS TO SUPPLIERS**

**3.1 Quotation Submission Format**

* Quotations must be submitted on the firm’s official letterhead.
* The quotation must follow the exact format provided in Section 8 (Bill of Quantities).
* The RFQ document must be signed and stamped by the authorized signatory of the supplier and attached to the quotation.

**3.2 Deadline for Submission**

* Quotations must be submitted no later than September 04, 2025 to the AKRSP Regional Office, Chitral.
* Late submissions will not be considered.

**3.3 Clarifications**

* Any queries regarding this RFQ should be submitted in writing to:  
  **Zakir.hussain@akdn.org**
* AKRSP will respond to all queries in writing, and responses will be shared with all bidders to maintain fairness.

**4. TECHNICAL TERMS & CONDITIONS**

The following terms and conditions shall be binding on the supplier. Deviation from these terms shall require written approval from AKRSP’s engineer.

**4.1 Transportation Responsibility**

The supplier shall be fully responsible for safe and secure transportation of all materials to the project site, including any necessary offloading. Transportation routes may include jeepable tracks; therefore, suppliers must ensure vehicles are suitable for such terrain.

**4.2 Travel and Accommodation**

The supplier shall arrange their own travel, accommodation, and meals during supply and delivery operations.

**4.3 Design Compliance**

All supplied items must be manufactured in accordance with approved and reliable design standards. The supplier shall provide all relevant technical documentation, certifications, and proof of WAPDA approval for the offered brand.

**4.4 Inspection and Rejection**

* AKRSP will conduct a pre-dispatch inspection at the supplier’s premises prior to transportation.
* If any deviation from the specifications provided in this RFQ is found, AKRSP reserves the right to reject the equipment.
* Any costs incurred in modifying or replacing non-compliant equipment shall be borne entirely by the supplier.

**5. EVALUATION CRITERIA**

The evaluation of bids will be carried out in **two stages**:

**Stage 1 – Technical Evaluation (Pass/Fail Basis)**

**Work Experience:**

* The bidder must present at least one (01) relevant reference for a similar-size project within the last five (05) years.
* Minimum contract value for such project: PKR 5 million.
* The bidder must submit a project completion certificate or signed contract agreement specifying the contract value.

**Financial Capability:**

* The bidder must demonstrate a minimum turnover of PKR 8 million over the past three (03) years.
* Proof shall be in the form of original bank statements or audited financial statements.

**Note:** Only bidders meeting all technical requirements will proceed to the financial evaluation stage.

**Stage 2 – Financial Evaluation**

* The technically qualified bidder offering the lowest total price will be awarded the contract.

**6. COMMERCIAL TERMS & CONDITIONS**

**6.1 Escalation Charges**

Escalation charges shall not be admissible under AKRSP’s procurement policy.

**6.2 Bid Security**

* All bidders must submit a bid security equivalent to 2.5% of the bid value in the form of a Call Deposit Receipt (CDR) in favor of AKRSP.
* Bid securities of unsuccessful bidders will be returned within 15 working days after award of contract.

**6.3 Payment Terms**

Payment will be made in **three installments** as follows:

* **50%** upon delivery and inspection at AKRSP Technical Team’s Chitral Town location.
* **45%** upon successful delivery to the Kand Payeen MHP project site.
* **5%** after completion of a Defect Liability Period (DLP) of 12 months.

**6.4 Taxes**

* All quoted prices must be inclusive of all applicable taxes in accordance with Government of Pakistan regulations.

**6.5 Mobilization Advance**

* If the supplier requests a mobilization advance, they must submit a bank guarantee or CDR equivalent to the advance amount.

**6.6 Rate Discrepancies**

* If AKRSP identifies a significant variance between quoted rates and prevailing market rates, the procurement process may be canceled.
* Any evidence of cartelization will result in blacklisting of the involved suppliers.

**6.7 Validity Period**

* Quoted prices shall remain valid for a minimum of one (01) month from the closing date.

**6.8 Cancellation Rights**

* AKRSP reserves the right to cancel the procurement process at any stage without assigning any reason.

**6.9 Quantity Adjustments**

* AKRSP reserves the right to increase or decrease the quantity of materials without altering the unit price.

**6.10 Delivery Timeline**

* The supplier must deliver all transformers within **20 days** of signing the agreement.

**7. DEFECT LIABILITY PERIOD (DLP)**

The Defect Liability Period shall be twelve (12) months from the date of final delivery.  
During this period:

* The supplier must rectify or replace any defective item at their own cost.
* Any failure to address defects within the specified time may result in forfeiture of the DLP retention amount.

**8. BILL OF QUANTITIES (BOQ)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Description of Items** | **Specifications** | **Quantity** | **Unit** | **Unit Rate (PKR)** | **Total Amount (PKR)** |
| 1 | Step-Up Transformer | 125 kVA, Electrolytic Copper Winding, ONAN, WAPDA Approved Brand, with proof of approval & enlistment | 1 | No |  |  |
| 2 | Step-Down Transformer | 50 kVA, Electrolytic Copper Winding, ONAN, WAPDA Approved Brand, with proof of approval & enlistment | 4 | No |  |  |
| 3 | Step-Down Transformer | 25 kVA, Electrolytic Copper Winding, ONAN, WAPDA Approved Brand, with proof of approval & enlistment | 2 | No |  |  |
| 4 | Transportation Cost | Safe Transportation of all equipment from supplier’s premises to site, including jeepable transport | 1 | L/S |  |  |

**Total T&D Equipment:**  
**Total Cost of Electro-mechanical and T&D Equipment:**  
**CDR Required (2.5%):**  
**DLP Retention (5%):**

**9. REQUIRED DOCUMENTS CHECKLIST**

Bidders must submit the following documents with their quotation:

1. Signed & stamped RFQ document.
2. Proof of WAPDA approval & enlistment for the offered brand.
3. At least one project completion certificate/contract agreement of similar nature.
4. Original bank statements or audited financial statements for the past 3 years.
5. CDR/bank draft of bid security (2.5% of bid value).
6. Company registration certificate & NTN.

**Sealed quotations should be submitted at Regional Office AKRSP near Shahi Qilla Chitral, to the tender box available at the reception by September 04, 2025.**

**We appreciate your interest in partnering with AKRSP for this community-driven initiative.**  
**Your cooperation and commitment to quality workmanship will be pivotal to the success of this project.**

Zakir Hussain

Aga Khan Rural Support Program

Near Shahi Qillah Chitral

**10. SUPPLIER DECLARATION**

We, the undersigned, have read and understood all the terms, conditions, and technical requirements mentioned in this RFQ. We agree to supply the specified equipment in full compliance with these requirements.

**Authorized Signatory:**  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Firm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Seal/Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_