



**BALUCHISTAN RURAL SUPPORT PROGRAMME
TENDER NOTICE**

Balochistan Rural Support Programme (BRSP) is an autonomous not-for-profit organization registered under section of company's ordinance of 1984. BRSP is working in the rural areas of Balochistan and has strong presence and experience for implementing various multi-sector development programmes in 24 districts of Balochistan. The main objective of BRSP is to mobilize and engaging communities in long term development for a positive change in the society and generates demand for services by the communities to raise their voice for their basic rights.

BRSP intends to procure vehicles for its operational activities under project Baluchistan Rural Development & Community Empowerment Program (BRDCEP) Grant No. ACA/2015/369-757 funded by European Union for Districts Loralai, Zhob, Pishin, Killa Abdullah, Khuzdar, Jhal Magsi, and Washuk. Details of vehicle are as follows.

S No.	Particulars	Quantity	Specification
1	4x4 Vehicle (Pickup Type)	9	Double cabin pick up, 4-wheel drive, latest model, 2500 cc to 3500 cc, diesel/petrol engine, 4 cylinders, power steering, 5 Speed Auto Transmission, Air condition + heater with one spare wheel

The Suppliers having at least 5 years' experience in the relevant field can participate in the bid and supplier shall also be registered for sales tax and Income tax under Tax ordinance 2001. The bids shall accompany with complete profile of the company/firm and call deposit in the name of Chief Executive Officer BRSP for the amount equal to 2% (Refundable) of the total quoted amount. No bid will be accepted without call deposit. Interested bidders can download the tender documents from www.brsp.org.pk/tenders or www.globaltenders.com and can also collect from BRSP office House No 5-A Sariab Road, Quetta during working hour from 9:00 a.m. to 5:00 p.m. from **18th September 2017 to 30th October 2017**. Bids completed in all respect will be received back on **31st October 2017** up to 11:00 a.m. and will be opened on same date 11:30 a.m. by the Procurement committee in presence of bidders or their authorized representatives. Bids will be finalized on the basis of cost, quality of items/product & experience/reputation of firms and time period for delivery. The decision of competent authority will be final and cannot be challenged in any court of law.

The bidder will be responsible for payment of all types of taxes, duties, packing, loading/unloading and transportation up to BRSP Head Office.

BRSP reserves the right to accept or reject any or all the bids without assigning any reasons thereof.

NOTE: For clarification or any query on tender document, send email on brsp.procurement@brsp.org.pk

Abdul Rehman
Senior Manager Administration & HR
arehman@brsp.org.pk
(Ph.+92 81 2471437-39, 2470194 Ext 123)



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INSTRUCTION TO TENDERERS

Balochistan Rural Support Programme (BRSP) is an autonomous not-for-profit organization registered under section of company's ordinance of 1984. BRSP is working in the rural areas of Baluchistan and has strong presence and experience for implementing various multi-sector development programmes in 24 districts of Baluchistan. The main objective of BRSP is to mobilize and engaging communities in long term development for a positive change in the society and generates demand for services by the communities to raise their voice for their basic rights.

These instructions set out the rules for the submission, selection and implementation of contracts financed under this call for tenders.

1 SUPPLIES TO BE PROVIDED:

1.1 The subject of the contract is the supply of following items.

Sr. No.	Particulars	Specification	Quantity
1	4x4 (Pickup Type) vehicle	Double cabin pick up, 4-wheel drive, latest model, 2500 cc to 3500 cc, diesel/petrol engine, 4 cylinders, power steering, 5 Speed Automatic Transmission, Air condition + heater with one spare wheel	9

1.2 The bidder must comply fully with the technical specifications, set out as above and in the attached annexes of tender documents, conform in all respects with the quantities and specification.

1.3 The price quoted shall be inclusive of all applicable taxes as per Income Tax Ordinance 2001 and Sales Tax Ordinance of Pakistan.

1.4 Call deposit of 2% of total bid amount shall be submitted with tender documents as tender Guarantee deposit.

1.5 The supplier will warrant that the vehicles supplied under the contract are new, unused provided otherwise in the contract.

- The supplier will further warrant that all vehicles supplied under this contract shall have no defect, arising from specification is required by the purchaser or from any act of omission of the supplier that may develop under normal use of the supplied vehicles in the conditions prevailing in the country of final destination.



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- If the supplier, have been notified, fails to remedy the defect(s) within a reasonable period the purchaser may have processed to take such remedial action as may be necessary, at the supplier risk and expense and without prejudice to any other rights which the purchaser may have against the suppliers under the contract.

1.7 Partial bidding for one lot will not be accepted.

2 TIME TABLE FOR TENDER PROCESS:

Activities	Date	Time
Tender Notice Publication	September 18, 2017	
Dead line for clarifications	October 30, 2017	05:00 p.m.
Dead line for submission of bids	October 31, 2017	11:00 a.m.
Tender Opening Session	October 31, 2017	11:30 a.m.
Notification of award to successful bidder	November 03, 2017	
Signing of Contract	November 06, 2017	
Delivery period	90 days from the date of PO Issuance	

Note: The times are in the time zone of Pakistan.

3 PARTICIPTION:

3.1 Eligibility:

- Participation in tendering is open to all legal persons having registered business entity including sole proprietorship, Association of Persons (AOP), partnership firm, private or public limited companies.
- Participation in tendering is open to all legal person who is established in Pakistan and the Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the Balochistan Rural Development & Community Empowerment Programme (BRDCEP) under which the contract is financed. All works, supplies and services must originate in one or more of these countries¹.

3.2 Exclusion from participation:

¹ Europe: EU Member States, EEA Member States, Croatia, The former Yugoslav Republic of Macedonia, Turkey, Montenegro Asia: Afghanistan, Bangladesh, Bhutan, Cambodia, China, Democratic People's Republic of Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Vietnam. Latin America: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, El Salvador, Ecuador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela. Central Asia: Kazakhstan, Kyrgyz Republic, Tajikistan, Turkmenistan, Uzbekistan. Middle East: Iran, Iraq, Oman, Saudi Arabia, Yemen. South Africa: South Africa.



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Tenderers must have to certify in a declaration that they are not in one of the following situation

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgment;
- They have been guilty of grave professional misconduct proven by any means;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of country where the contract to be performed.
- They have been subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the communities' financial interest.

3.3 Exclusion from award of contract:

Contracts may not be awarded to tenderers which during the procurement procedure:

- (a) Are subject to a conflict of interest;
- (b) Are guilty of misrepresentation in supplying the information required as a condition of participation in the contract procedure or fail to supply this information.

4 ORIGIN:

All vehicles purchased under the contract must originate in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the Balochistan Rural Development & Community Empowerment Programme (BRDCEP) (see the list of eligible origin in foot note 1).

Contractors must present proof of origin to BRSP no later than when the first invoice is presented, for equipment of a unit cost on purchase of more than € 5 000 (about 550 000 PKR). The certificate of origin must be made out by the competent authorities of the country of origin.

5 TYPE OF CONTRACT:

Supply Contract

6 CURRENCY:

The rates must be quoted in Pak Rupees.



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7 PERIOD OF VALIDITY OF OFFER:

- 7.1 Tenderers shall be bound by their tenders for a period of 30 days from the deadline of submission of tenders.
- 7.2 In case prior to the expiry of the original tender validity period, BRSP may ask tenderers to extend this period by 30 days or more. Such requests and the responses to them must be in writing. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

8 LANGUAGE OF OFFER:

The Bid forms both technical & financial, declaration, annexes and all supporting documents must be written in English language. If the supporting documents are not written in the English language, it is recommended to provide a translation into the language of the call for tenders, in order to facilitate the evaluation of the documents.

9 SUBMISSION OF BIDS:

The tender documents must be received before the deadline specified in clause-2. They must include all the documents specified in clause-10 of these instructions and to be sent to the following address:

**Senior Manager Administration & HR
House No. 5-A, Gulshan-e-Janan Street Saryab Road,
Quetta, Balochistan, Pakistan.
Ph: 00-92-81-2471437-39**

- 9.1 All tenders, including Technical Bid, Financial Bid, Declaration, annexes and all supporting documents, must be submitted in a sealed envelope bearing only;
- the above address;
 - the reference # of this invitation / tender;
 - the words "Not to be opened before the tender opening session" in English language.
 - the name of tenderer.
- 9.2 All tenders must be received at above address before the deadline date and time by registered mail or courier with acknowledgement receipt or hand-delivered against receipt signed by BRSP or its representative.

10 CONTENTS OF TENDER:

All tenders submitted must comply with the requirements in the tender documents and comprise:



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- 10.1 **Technical Offer:** Tenderers must have to complete the technical offer on the annexed format "Technical Bid Form attached". Tenders received without technical bid will be treated as rejected. Tenderers may use their letter pad for printing of technical bid form.
- 10.2 **Financial Offer:** Tenderers must have to use the annexed "Financial bid form" for completing their financial offer. A financial offer must be calculated on the basis of DDP (Delivered duty paid) Quetta for the supplies of tendered equipment.
- 10.3 **Other Documentation:**
- The Tender guarantee as specified in the clause – 1.5 of these instructions.
 - Tenderer's declaration for non-exclusion from tenders.
 - Supporting documents as required in the technical bid form including company's registration, Sales Tax & Income Tax registration certifications, experience certificates, bank statements, financial statements and company's profile.

11 TAXES, INSURANCE AND OTHER COSTS:

- 11.1 The quoted rates must be inclusive of all type of government taxes, in case of exemption the supplier should have to provide a valid exemption certificate as per govt. rules.
- 11.2 Tenderers must have to provide the transit insurance cover for the supplies subject to this tender.
- 11.3 The quoted rates must be inclusive of transportation, carriage, handling and all other costs.

12 ADDITIONAL INFORMATION BEFORE THE DEADLINE FOR SUBMISSION OF BIDS:

The tender documents should be clear enough to preclude the need for tenderers to request additional information during the procedure. If the contracting authority, either on its own initiative or in response to a request from a prospective tenderer, provides additional information on the tender documents, it must send in writing to all other prospective tenderers at the same time.

Tenderers may submit questions/queries via email to the following up to the last date for clarifications / queries as specified in clause-2, with reference to the tender and contract title.

Email : brsp.procurement@brsp.org.pk

13 ALTERATION OR WITHDRAWAL OF TENDER:

- 13.1 Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered or withdrawn after this deadline.
- 13.2 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiry of the tender validity period. Withdrawal of a tender during this interval may result in forfeiture of the tender guarantee.



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14 COST OF PREPARING TENDER:

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.

15 OWNERSHIP OF TENDER:

The contracting authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.

16 OPENING OF TENDER:

16.1 The opening and examination of tenders is for the purpose of checking whether the tenders are complete, whether the requisite tender guarantees have been furnished, whether the required documents have been properly included and whether the tenders are generally in order.

16.2 The tenders will be opened on the date & time as given in Clause-2 by the procurement/evaluation committee in the presence of the official representatives of the tenderers. The committee will draw up minutes of the meeting.

16.3 After the public opening of the tenders, no information relating to the examination, clarification, evaluation and comparison of tenders, or recommendations concerning the award of the contract can be disclosed until after the contract has been awarded.

16.4 Any attempt by a tenderer to influence the evaluation committee in the process of examination, clarification, evaluation, and comparison of tenders, to obtain information on how the procedure is progressing or to influence the contracting authority in its decision concerning the award of the contract will result in the immediate rejection of its tender.

16.5 All tenders received after the deadline for submission specified in the Clause-2 will be kept by the contracting authority. The associated guarantees will be returned to the tenderers. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be entertained.

17 EVALUATION OF TENDER:

17.1 Examination of the administrative conformity of tenders:

The aim at this stage is to check that tenders comply with the essential requirements of the tender documents. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender documents.

If a tender does not comply with the tender documents, it will be rejected immediately and may not subsequently be made to comply by correcting it.

17.2 Technical Evaluation:



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After analyzing the tenders deemed to comply in administrative terms, the evaluation committee will rule on the technical admissibility of each tender, classifying it as technically compliant or non-compliant.

17.3 In the interest of transparency and equal treatment and to facilitate the examination and evaluation of tenders, the procurement/evaluation committee may ask each tenderer individually for clarification of its tender including breakdowns of prices, within a reasonable time limit to be fixed by the evaluation committee. The request for clarification and the response must be in writing, but no change in the price or substance of the tender may be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation of tenders. Any such request for clarification must not distort competition. Decisions to the effect that a tender is not technically compliant must be duly justified in the evaluation minutes.

17.4 Financial Evaluation:

- Tenders found to be technically compliant shall be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:
 - Where there is a discrepancy between amounts in figures and words, the amount in words will be the amount taken into account;
 - Except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.
- Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, its tender will be rejected.

18 AWARD OF CONTRACT:

The award criteria for this tender will be the price. The contract will be awarded to the lowest compliant tender.

18.1 The successful tenderer will be informed in writing that its tender has been accepted (notification of award).

18.2 Before the contracting authority signs the contract with successful tenderer, the successful tenderer must provide the documentary proof (original copies) including company's incorporation certificate, experience certificates, financial accounts, bank statements or any other document needed by the evaluation committee according to the selection criteria.

18.3 If successful tenderer fails to provide the documentary proof or statements or the evidence needed by the contracting authority according to selection criteria within 7 calendar days following the notification award or if the successful tenderer is found to have provided false information or fake documents, the award will be considered null and void. In such a case the contracting authority may award the tender to the next lowest tenderer or cancel the tender procedure.



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- 18.4 The contracting authority reserves the right to vary the quantities specified for the supplies within a range of 100%. The total value of the supplies may not rise or fall as a result of the variation in the quantities by more than 25% of the tender price at the time of contracting and during the validity of the contract. The unit price used in the tender shall be applicable to the quantities procured under the variation.
- 18.5 Within 14 days of receipt of the contract already signed by the contracting authority, the selected tenderer must sign and date the contract and return it to the contracting authority. On signing the contract, the successful tenderer will become the contractor and the contract will enter into force.
- 18.6 If it fails to sign and return the contract & any financial guarantee required within 15 working days after receipt of notification, the contracting authority may consider the acceptance of the tender to be cancelled without prejudice to the contracting authority's right to seize the guarantee, claim compensation or pursue any other remedy in respect of such a failure, and the successful tenderer will have no claim whatsoever of the contracting authority.

19 ETHICAL CLAUSE:

- 19.1 Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender.
- 19.2 When putting forward a tender, the tenderer shall declare that it is affected by no conflict of interest and has no equivalent relation in that respect with other tenderers or parties involved in the project. Should such a situation arise during execution of the contract, the contractor must immediately inform the contracting authority.
- 19.2 The contractor must at all times act impartially and as a faithful adviser in accordance with the code of conduct of its profession. It shall refrain from making public statements about the project or services without the contracting authority's prior approval. It may not commit the contracting authority in any way without its prior written consent.
- 19.3 For the duration of the contract the contractor and its staff shall respect human rights and undertake not to offend the political, cultural and religious mores of the state. In particular, and in accordance with the legal basic act concerned, tenderers who have been awarded contracts shall respect core labor standards as defined in the relevant international labor organizations conventions (such as the conventions on freedom of association and collective bargaining; abolition of forced and compulsory labor; elimination of forced and compulsory labor; abolition of child labor).
- 19.4 The contractor may accept no payment connected with the contract other than that provided for therein. The contractor and its staff must not exercise any activity or receive any advantage inconsistent with their obligations to the contracting authority.
- 19.5 The contractor and its staff shall be obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the contractor shall be confidential.
- 19.6 The contract shall govern the contracting party's use of all reports and documents drawn up, received or presented by them during the implementation of the contract.



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- 19.7 The contractor shall refrain from any relationship likely to compromise its independence or that of its staff. If the contractor ceases to be independent, the contracting authority may, regardless of injury, terminate the contractor without further notice and without the contractor having any claim to compensation.
- 19.8 The contracting authority reserves the right to suspend or cancel contract if corrupt practices of any kind are discovered at any stage of the contract and if the company fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the implementation of this contract.
- 19.9 The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. Where such substantial errors, irregularities or fraud are discovered after the award of contract, the contracting authority may refrain from concluding the contract.

20 CANCELLATIO OF THE TENDER PROCEDURE:

In the event of a tender procedure's cancellation, tenderers will be notified by the contracting authority. In case tender procedure is cancelled before the opening session the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur where:

- The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no valid response at all;
- The economic or technical parameters of the project have been fundamentally altered;
- Exceptional circumstances or force majeure render normal implementation of the project impossible;
- All technically compliant tenders exceed the financial resources available;
- There have been irregularities in the procedure, in particular where these have prevented fair competition;
- The award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market.
- In no event, shall the contracting authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure even if the contracting authority has been advised of the possibility of damages.

21 APPEAL:

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint to the contracting authority.

TECHNICAL OFFER FORM

Company Profile must be filled in by Company's Owner or Legal Representative

Please attach the evidence documents which proves the declared figures in Technical Offer Form

1 Bidder's Profile					
NAME OF COMPANY					
ABBREVIATION					
TYPE OF COMPANY (or X)	Public Limited Co	Private Limited Co	AOP	Others	
IF OTHER SPECIFY					
COMPANY REGISTRATION					
PLACE OF REGISTRATION					
DATE OF REGISTRATION					
DATE OF REGISTRATION					
DATE OF REGISTRATION					
Valid Income Tax Number					
Valid Sales Tax Number					
Company's affiliations for professional certifications					
	Organization Name	Certification	Ranking	Validity Period	Remarks
1					
2					
3					
4					
COMPANY ADDRESS	HEAD OFFICE			BRANCH OFFICE NEAREST TO PAKISTAN	

POSTCODE				
P.O. BOX				
TOWN/CITY				
COUNTRY				
PHONE No				
FAX No				
E-MAIL Web Site				
Company Legal Authorized Representative for this Tender (If any):				
Complete Name/				
Nationality:		Position in the Company:		
OFFICAL ADDRESS				
POSTCODE		Signature: Authorized Representative		
TOWN/CITY				
COUNTRY				
PHONE No				
E-MAIL				
Full Name of 3 Key Representatives of Company:	Name	Position	Location	Mobile Number

2 Bidder's Bank Accounts Details			
	Bank 1	Bank 2	Bank 3
BANK NAME			
BRANCH ADDRESS			
TOWN/CITY			
POSTCODE			
COUNTRY			
BANK TELEPHONE No			
BANK FAX No			
BANK E. MAIL			
BANK ACCOUNT TITLE			
ACCOUNT NUMBER			
IBAN			

4 Bidder's Business Turnover Details: 3 Years (Please attach the evidence documents)			
	PKR	€	Remarks
July 2016 - June 2017			
July 2015 - June 2016			
July 2014 - June 2015			

5: Past Experience: Please attach the evidence documents)
<p>Contract Award History (Please attach work orders/ work completion certificates/contracts as evidence)</p> <p><i>Please list contracts awarded to your company since July 2014 up to June 2017 (Supplies only)</i></p>

Project Description	Delivery Location	Supply's Origin	Name of Contracting Authority	Duration	Contact Value (PKR)	Contact Value (€)

Note: For more details please attach separate sheet

Item No.	Description & Required Specification	Qty.	Offered Specification
1	Double cabin pick up, 4-wheel drive, latest model, 2500 cc to 3500 cc, diesel/petrol engine, 4 cylinders, power steering, 5 Speed Automatic Transmission, Air condition + heater with one spare wheel	9	

I undersigned, certify that I am the designated legal representative of this Company that the information provided above is correct and I am aware of the fact that I will be held responsible for providing false information. I declare and certify that the information above is true and accurate to the best of my knowledge.

I understand and accept any false or inaccurate information may result in the cancellation of bid, even if discovered later.

Name:

Signature & Stamp:

Position:

Date: DD MM
YY

FINANCIAL OFFER

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Name of Tenderer:	
Title	SUPPLY OF VEHICLES (4x4 - PICKUP TYPE VEHICLES)
Supply Location:	BRSP HEAD OFFICE SARIAB ROAD QUETTA

S. No.	Description & Offered Specifications by the Tenderer	Quantity	Quoted Rate/ Unit	Total Quoted Amount
1	4x4 - PICKUP TYPE VEHICLES	9		
Total Rs.				

Signature	
Name (Tenderer's Representative)	
Designation	
Date	
Tenderer's Official Stamp	

(To be printed on Rs.100/- stamp paper)

Declaration

In the response to your bids invitation letter for the tender Ref #: BRSP/BRDCEP/EUD/ACA/2015/369-757/003 we, the undersigned, hereby declare that:

- This bid is valid for a period of 90 days from the final date for the submission of bids.
- We note that BRSP is not bound to precede with this invitation to bid and that it reserves the right to award contract as a whole or partially.
- We agree to adhere to all of the terms and conditions of the contracting authority as provided in the bid dossier.
- We will assure the quality of services will be according to specification provided by BRSP.
- We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, BRSP reserves the right to terminate the contract with immediate effect.
- We are not bankrupt or being wound up, are having our affairs administered by the courts, have not the subject of proceedings concerning those matters, or are in any analogous arising from the a procedure provided for in national legislation or regulations.
- We have not been convicted of an offence concerning professional conduct by any judgment.
- We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify.
- We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with legal provision the country in which we are established or with those of the country where the contract is to be performed.
- We have not been the subject of the judgment for any fraud, corruption, involvement in criminal/terrorist organization or any other illegal activity detrimental to Pakistani Law.

Name: _____

Business Title: _____

Signature: _____

Business Stamp:_____