

TENDER NOTICE

REF: - SF/Better Cotton /March/2026

Sami Foundation is a non-profit and non- governmental organization. Sami Foundation is implementing a project with the support of BCI Growth & Innovation Foundation “Building lives of cotton growing community” in different UCs of District Umerkot . Sami Foundation invites sealed tenders from registered suppliers for the Supply of rented vehicles for its field and other activities of Sami Foundation (SF).

Lot. No.	Items	Specification Required	Units	Total Qty	Period
1	Rented Vehicle 4x4 with driver without fuel	Details are in tender Pack	Nos.	01	12 Months
2	Rented Vehicle Hutch back car with driver with out fuel	Details are in tender Pack	Nos.	01	12 Months
3	Rented Vehicle Saloon Car with driver without fuel	Details are in tender Pack	Nos.	04	12 Months
4	Rented Vehicle (Need Basis)	Details are in tender Pack	Nos.	As per need	12 Months

Terms & Conditions:

1. Tender documents can be collected from Sami Foundation (SF) Head office Near Eye Hospital Akber-E-Azam Road Umerkot, Sindh from March 19th , to 31st March 2026 9:00am to 1:00pm, Monday to Friday. The tender pack can also be down loaded from our website www.samifoundation.org.pk
2. Sealed tenders should reach Sami Foundation (SF) Head office Near Eye Hospital Akber-E-Azam Road Umerkot on or before 11:00 am **on April 1st, 2026** and should be clearly marked “TENDER - Not to be opened before “11: 00am” April 01st , 2026 ”
3. Tenders will be opened on the same day **i.e. April 01st , 2026**, at 11:00 am
4. In case a public holiday is announced by the Government (Due to any reason), the tender will be opened on the next working day at the same time and venue.
5. The Supplier must quote only one option for each item. Bids received with more than one options and rates may be rejected.
6. Rates should be including of all type of vehicle rent, driver wages, TA/DA and all other allied costs.
7. Tender committee reserves the right to change the quantities or cancel/reject any or all offers without assigning any reason.
8. Suppliers must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently black listed
9. Lowest price will not be the sole criteria; quality, delivery time and previous experience will also be considered.
10. Vendors should have active filler status with NTN number as per Tax Ordinance of 2001, Government of Pakistan
11. Tax will be deducted at source as per tax law of government of Pakistan .

Sami Foundation

Akbar-e-Azam road near Eye hospital,
Umerkot.

Tel: 02385-71593 Cell : 03337033544

website: www.samifoundation.org.pk

Date: March 19th 2026

Tender ref: **REF:** - SF/Better Cotton /March/2026

Dear Sir/Madam,

SUBJECT: INVITATION TO TENDER FOR VEHICLE RENTAL SERVICES.

Further to the publication of the above-mentioned Invitation to Tender, please find enclosed the following documents, which constitute the tender dossier:

- A. Instructions to Tenderers (See Doc 3)**
- B. Terms and Conditions (See Doc 4)**
- C. Price Schedule (See Doc 5)**
- D. Tenderer's Relevant Experience (See Doc 6)**
- E. Tenderers Declaration (See Doc 7)**
- F. Code of Conduct and associated policies-Anti-Fraud Policy (See separate folder)**

We look forward to receiving your tender on or before 11:00am, April 1st , 2026 the address specified in the tender dossier.

Your tender bid must include the following documentation so please use the list below as a 'Checklist' before submitting your tender to Sami Foundation.

- 1. Price Schedule (Financial Offers),**
- 2. Tenderer's Relevant Experience,**
- 3. Tenderers Declaration (Signed/stamped)**
- 4. Technical Specification (Where applicable)**
- 5. Company Certificate of Registration**
- 6. Copy of the valid registration certificate, Sales Tax Registration Number, National Tax Number.**
- 7. Profile including copies of previous or list of current clients Purchased Orders/Contracts for relevant experiences provided in "Tenderer's Relevant Experience Form).**

Offers must be submitted in sealed envelopes, marked "TENDER - not to be opened before 11:00am April 1st, 2026" and should bear the tender reference specified above on the outside of the envelope for identification purposes.

Yours sincerely,

Sami Foundation,

Add: Near Eye Hospital Akbar-e-Azam Road, Umerkot, Sindh

Phone: 0238-571593 and Cell #:03337033544

Email: murlidhar@samifoundation.org.pk

Doc 3: Instructions to Tenderers

1. Services to be provided

Lot No. 1: Rented Vehicle 4x4

Sr. No.	Name of Item	Required Specifications	Required Quantity	Duration Months
1	Rented Vehicle 4x4 Jeep With driver without fuel	Model 2008 or above, Engine capacity 1200cc or above. Seating capacity of 04 persons including driver , with AC, spare tyre, seat belts, tool box, toe chain, fire extinguisher, good mileage, Tyres condition 80%. With literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in all over Sindh province .	1	12 Months

Lot No. 2: Rented Vehicle Hutch back Car

Sr. No.	Name of Item	Required Specifications	Required Quantity	Duration Months
1	Rented Vehicle Hutch back car with driver with out fuel .	Hutch back Car, Pakistan assembled, Engine capacity 1000 or 990 cc, Model 2020 to 2024, capacity 6-7 persons. Spare tyre, tool box, toe chain, fire extinguisher with literate driver having a valid driving license able to fill logbooks. Vehicle must be in good condition and rates are required with driver & without fuel. Vehicle will be mostly used in Sindh province.	1	12 Months

Lot No.3: Rented Vehicle Saloon Car

Sr. No.	Name of Item	Required Specifications	Required Quantity	Duration Months
1	Rented Vehicle Saloon Car With driver without fuel	Saloon Car model 2020 or above, Engine capacity 1300cc or above. ABS brakes, Petrol/CNG, Seating capacity of 04 persons, with working air condition, spare tyre, seat belts, tool box, toe chain, fire extinguisher, first Aid kit. Tyres condition 80%. With literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in all over the Sindh province .	4	12 Months

Lot No.4: Services of rented vehicle (Need Basis)

Sr. No.	Name of Item	Required Specifications	Required Quantity	Duration Months
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A	Rented Vehicle 4x4 Jeep	Model 2008 or above, Engine capacity 1200cc or above. Seating capacity of 04 persons including driver , with AC, spare tyre, seat belts, tool box, toe chain, fire extinguisher, good mileage, Tyres condition 80%. With literate driver having a valid driving license able to fill log books. Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in all over Sindh province .	Need Bases	12 Months
B	Rented Vehicle Hutch back car	Hutch back Car, Pakistan assembled, Engine capacity 1000 or 990 cc, Model 2020 to 2024, capacity 6-7 persons. Spare tyre, tool box, toe chain, fire extinguisher with literate driver having a valid driving license able to fill logbooks. Vehicle must be in good condition and rates are required with driver. Vehicle will be mostly used in Sindh province.	Need Bases	12 Months
C	Rented Vehicle Saloon	Saloon Car model 2020 or above, Engine capacity 1300cc or above. ABS brakes, Petrol/CNG, Seating capacity of 04 persons, with working air condition, spare tyre, seat belts, tool box, toe chain, fire extinguisher, first Aid kit. Tyres condition 80%. With literate driver having a valid driving license able to fill log books. Vehicle must be in good condition, Vehicle mostly used in all over the Sindh province .	Need Bases	12 Months

2. Closing date and time for submission of tenders :

April 1st 2026 at 11:00 am

3. Submission of tenders

Sami Foundation Head office Near Eye Hospital Akber-E-Azam Road Umerkot Sindh

4. Timetable for provision

To be submitted by the bidder. the bidders are required to provide realistic delivery time for the goods/services in relevant section of price schedule.

5. Schedule for hired vehicle/services

Field visit of staff in targeted area

6. Language of offers

All tenders documents are to be submitted in English

7. Period of validity of offers

All bids must be valid for a minimum of 12 months from the tender submission date.

8. Currency

Pakistani Rupee

9. Terms

The prices must be inclusive of all taxes, driver's salary, maintenance and allied costs up to the point of delivery.

The Supplier must quote only one option for each item. Bids received with more than one options and rates may be rejected.

Suppliers must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently black listed

10. Lots

Rented Vehicle (4x4 jeep/Hutch back Car/ Saloon Car)

11. Type of contract

Service agreement

12. Samples Required

Vehicles of the shortlisted vendors will be checked by the tender committee before the awarding of the contract. Shortlisted vendors will present their vehicle at Sami Foundation office near eye hospital Akber- E-Azam road Umerkot Sindh at their own cost.

12. Site Visit

It supplier's/tenderer responsibility to aware about typography/access to project area. Organization can facilitate the selected bidders in securing No Object Certificate (NoC) Where required.

13. Content of tenders

1. Instructions to Tenderers (See Doc 3)
2. Terms and Conditions (See Doc 4)
3. Price Schedule (See Doc 5)
4. Tenderer's Relevant Experience (See Doc 6)
5. Tenderers Declaration (See Doc 7)
6. Concern Safeguarding Policies (See Doc 8)
7. Concern Anti-Fraud Policy 2017 (See Doc 9)

14. Opening of tenders

April 1st 2026 at 11:00am at Sami Foundation Head office Near Eye Hospital Akber-E-Azam Road Umerkot Sindh in the presence of suppliers or their representatives, who wish to witness the tender opening.

15. Evaluation of tenders

Lowest price will not be the sole criteria; quality, delivery time and previous experience will also be considered.

16. Clarification Meeting

Potential tenderers can seek clarification on the tender dossier by email to following email and phone number;

Email murlidhar@samifoundation.org.pk OR sami.foundation@gmail.com

Phone Number: 02385-71593 and Cell 03337033544 9:00am to 5:00pm

17. Cancellation of the tender procedure

Tender evaluation committee reserves the right to cancel/reject any or all offers without assigning any reason.

18. Appeals Process

Bidders reserve the right to make an appeal against the decision of the tender committee. The appeals should be in writing and for the attention of the Executive Director – Sami foundation

19. Data protection

Sami Foundation guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. Sami Foundation guarantees confidentiality of the procurement process.

20. TOR for Vendor.

- A complete firm information and driver information form will be submitted to SAMI FOUNDATION with the tender form.
- Service Provider will be responsible for safe custody of the vehicle, provision of driver's salary / overtime and maintenance of the vehicle.
- SAMI FOUNDATION will not be responsible for issuing of engine oil & filter and any type of maintenance expenses.
- Service Provider agrees that the vehicle will be used for both on and off road driving with flexible hours as well as for transportation of reasonable loads according to the need.
- Service Provider will be responsible of any damage and loss of goods during transportation.
- All charges, taxes, dues and contribution whatever imposed by whatever authority in relation to this contract will be the sole responsibility of the Service Provider. All applicable Government taxes at admissible rate shall be deducted at source by SAMI FOUNDATION from Service Provider and quadruplicate copy of the IT receipt shall be provided to the Service Provider if required on written request.
- In case of any accident or mishap, (Snatching of vehicle etc.) SAMI FOUNDATION will not be responsible for any kind of damages/penalties/payments to the services provider, driver or to any third party in any case.
- The supplier will be responsible to provide vehicle in good road-worthy condition.
- In context to contract, the service provider will be responsible to assign/provide with the vehicle(s) driver(s) having good/sound physical and mental health (with no disability), valid driving license and of age not exceeding 50 years. The driver must be literate to an extent that he can manage the goods delivery documents. The Service Provider will also ensure that provided/assigned driver(s) will abide by the rules and regulations set by SAMI FOUNDATION. They will follow the instructions received from SAMI FOUNDATION or its staff during course of duty. Violation committed by the driver shall be considered as committed by the service provider.

- Any item supplied by SAMI FOUNDATION /Project Coordinator for the rented vehicle during the rental period will be returned on expiration/termination of the contract.
- A trial period of Seven (7) days applies from the starting date to allow the organization to ensure the vehicle is in a safe worthy condition.
- All maintenance and service will be the responsibility of vehicle's service provider.
- Vehicle's Service Provider will impose no limit or penalty or have no restriction on the mileage covered by the vehicle during this contract or any extension thereof.
- In case of any violation of above terms and conditions, SAMI FOUNDATION reserves the right to terminate the contract at once and the balance of the payment by either Party shall be paid or reimbursed.
- SAMI FOUNDATION in any case will not be responsible for the documents (Customs etc.) and in case of any problem and reserves the right to terminate the contract.
- Firm/Service Provider will be responsible for the arrangement of required vehicle and driver.
- Salary of the driver and any other maintenance of vehicle will be the responsibility of firm/service provider.
 - Firm/Service Provider will provide the complete detail of driver and vehicle along with photocopies of necessary documents upon the time of agreement.
 - In case, if the deputed driver(s) require(s) leave(s), Supplier will be responsible to provide a drive as replacement. Otherwise, rented amount of the vehicle(s) equal to the absent day(s) of the driver(s) will be deducted from the monthly invoice from the Supplier.
- Supplier shall ensure availability of vehicles during the contract period. In case of any breakdown, Supplier is bound to provide a replacement vehicle of similar specification within six (06) hours after receiving the compliant/intimation from SAMI FOUNDATION. Failure to provide a suitable vehicle with in the specified agreed time, rented amount of the vehicle(s) equal to per day will be deducted from the monthly invoice from the Supplier.

21. Donor

The project is supported by BCI Growth & Innovation Foundation

22. Complaints Mechanism

Following are the contact details for any complain and feedback; as per the procedures, all sensitive complaints are investigated through documented procedures.

a) Contact Sami foundation email complaint@samifoundation.org.pk

b) Contact Numbers 0238571593 / 03465022777 & 03333635012

Document 4: Tender Terms and Conditions

PURCHASING TERMS AND CONDITIONS

Unless the context indicates otherwise, the term “Buyer” refers to Sami Foundation. The term “Supplier” refers to the entity named on the order and contracting with the Buyer. The term “Contract” can be taken to mean either (a) the purchase order or (b) the supply/service agreement, whichever is in place.

GENERAL TERMS AND CONDITIONS

1) Price: The prices stated on the order shall be held firm for the period and / or quantity unless specifically stated otherwise

2) Source of Instructions: The Supplier shall not seek nor accept instructions from any source external to Sami Foundation in relation to the performance of the contract.

3) Assignment: The Supplier shall not assign, transfer, sublet or subcontract the contract or any part thereof without the prior written consent of the Buyer.

4) Corruption: The Supplier shall not give, nor offer to give, anyone employed by the Buyer an inducement or gift that could be perceived by others to be a bribe. The Supplier agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing contracts.

5) Confidentiality : All data, including but not limited to, maps, drawings, photographs, estimates, plans, reports and budgets that has been compiled by or received by the Supplier under the contract shall be the property of Sami Foundation and shall be treated as confidential. All such data should be delivered to the authorized officials representing the Buyer upon request.

5.1) The Supplier may not communicate at any time to any other person, government or authority external to Sami Foundation, any information that has been compiled through association with Sami Foundation which has not been made public except with written authorisation from the Buyer. These obligations do not lapse upon termination of the contract.

6)Use of Emblem or Name: Unless otherwise agreed in writing; the Supplier shall not advertise nor make public the fact that it is supplying goods or services to the Buyer, nor shall the Supplier in any way whatsoever use the name or emblem of Sami Foundation in connection with its business or otherwise.

7) Observance of Law: The Supplier shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the terms of the contract.

8) Force Majeure: The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection or acts similar in nature or force.

8.1) In the event of and as soon as possible after the occurrence of any cause deemed *force majeure*, the Supplier must inform the Buyer of the full particulars in writing. If the supplier is

rendered unable either in part or in whole to perform its obligations then the Buyer shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.

8.2) If the Supplier is permanently rendered incapable in whole or part by reason of *force majeure* to complete its obligations and responsibilities under the contract then the Buyer will have the right to suspend or terminate the contract on the same terms and conditions laid out in section 9, Cancellation.

9) Cancellation: The Buyer reserves the right to cancel the contract should it suspend its activities or through changes to its mandate by virtue of the Executive Council of Sami Foundation /Donor and/or lack of funding. In such a case the Supplier shall be reimbursed by Sami Foundation for all reasonable costs incurred by the Supplier, including all materials satisfactory delivered and conforming to specification and terms of contract, prior to receipt of the termination notice.

9.1) Should the supplier encounter solvency problems including, but not limited to, bankruptcy, liquidation, receivership and similar, the buyer reserves the right to terminate the contract immediately without prejudice to any other right or remedy it may have under the terms of these conditions.

10) Warranty: The Supplier shall provide the Buyer with all manufacturers' warranties. The supplier warrants that all goods supplied in relation to the contract meets specification, is defect free and is fit for the purpose of the intended use. If, during the warranty period, the goods are found to be defective or non-conforming to specification, the Supplier shall promptly rectify the defect. If the defect is permanent then at the choice of the Buyer the Supplier will either replace the item at their cost or reimburse the Buyer.

11) Inspection and Test: The Supplier must inspect the goods prior to dispatch to ensure conformance to specification and/or any other provisions of the contract. The Buyer reserves the right to inspect the goods for compliance with specifications and provisions of the contract. If, in the Buyers' opinion, the goods and/or services do not comply with the specification, the Buyer will inform the Supplier in writing. In such a case the Supplier shall take the necessary action to ensure compliance, liability for any additional cost incurred for rectifying compliance will rest with the Supplier.

12) Changes: The Buyer reserves the right to make reasonable changes at any time to the specification, drawings, plans, quantity, packing instructions, destination, or delivery instruction. If any such change affects the price of goods or performance of service the Supplier and Buyer may negotiate an equitable adjustment to the contract, provided that the Supplier claims for adjustments in writing to the Buyer within 15 days from being notified of any change.

13) Export Licence: If an export licence or licences are required for the goods, the Supplier has the responsibility to obtain that licence or licences.

14) Payment Terms: Unless otherwise agreed, payment terms will be net 10 days from receipt of a correctly prepared invoice, goods received notes issued by the delivery locations & delivery challans.

15) Ethics: The Code of Conduct to which Concern expects all of its suppliers to respect is as follows;

- Employment is freely chosen.
- The rights of staff to freedom of association and to collective bargaining are respected.
- Working conditions are safe and hygienic.
- No exploitation of children is tolerated.
- Wages paid are adequate to cover the cost of a reasonable living.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment of staff is tolerated.
- Local labour laws are complied with.
- Social rights are respected

15.1) Environmental Standards - Suppliers should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

- Waste Management.
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

16) Rights of Sami foundation : Should the supplier fail to perform under the terms and conditions of the contract, including but not limited to failing to obtain export licenses or to make delivery of all or part of the goods by the agreed delivery date(s), the buyer may, after giving reasonable notice to the Supplier, exercise one or more of the following rights:

- Procure all or part of the goods from an alternate source, in which event the Buyer may hold the Supplier liable for additional costs incurred.
- Refuse to accept all or part of the goods.
- Impose a penalty of 0.5% day for the whole amount of the contract / purchase order.
- Terminate the contract.

17) Rights of access for test purposes: Sami Foundation is contractually obliged to facilitate certain donor's direct access to suppliers for test purposes.

18) No Agency: This order does not create a partnership between the Buyer and Supplier or make one party the agent for the other for any purpose.

Document 5

PRICE SCHEDULE

Date: _____

Tender Ref: SF/Better Cotton /March/2026

Please mention your bid / quote on this form dually sign and stamp on each page. Or in the same manner on your letter head all the vehicle services are to be utilized respective district mention in required specification colum .

Lot.	Name of Item	Required Specifications	Description of Supplies offered by the bidder (Variety, Type, Species etc) To be filled by Bidder	Required Quantity	Duration Months	Unit price Monthly rental of vehicle inclusive of all taxes (income tax and GST), repair-maintenance, mobil oil, driver wages, accommodation, TA/DA and any other charges. (To be filled in PKR by the bidder)	Total price of rental vehicles inclusive of all taxes (income tax and GST), repair-maintenance, mobil oil, driver wages, transportation, accommodation, TA/DA and any other charges. To be filled by bidder	Delivery Time in Days after PO / Purchase Contract To be filled by bidder
Lot No. 1: Rented Vehicle 4x4 Jeep								
1	Rented Vehicle 4x4 Jeep With driver without fuel	Model 2008 or above, Engine capacity 1200cc or above. Seating capacity of 04 persons including driver , with AC, spare tyre, seat belts, tool box, toe chain, fire extinguisher, good mileage, Tyres condition 80%. With literate driver having a valid driving license able to fill log books. Vehicle must be in		01 Vehicle	12 Months			

		good condition and rates are without fuel, Vehicle mostly used in all over Sindh province .						
Lot No. 2: Rented Vehicle Hutch back Car								
	Rented Vehicle Hutch back car with driver with out fuel .	Hutch back Car, Pakistan assembled, Engine capacity 900 to1100 cc, Model 2020 to 2024, capacity 6-7 persons. Spare tyre, tool box, toe chain, fire extinguisher with literate driver having a valid driving license able to fill logbooks. Vehicle must be in good condition and rates are required with driver & without fuel. Vehicle will be mostly used in all over the Sindh province .		01 Vehicle	12 Months			
Lot No.3: Rented Vehicle Saloon Car								
03	Rented Vehicle Saloon Car With driver without fuel	Saloon Car model 2020 or above, Engine capacity 1300cc or above. ABS brakes, Petrol/CNG, Seating capacity of 04 persons, with working air		04 Vehicle	12 Months			

		<p>condition, spare tyre, seat belts, tool box, toe chain, fire extinguisher, first Aid kit. Tyres condition 80%. With literate driver having a valid driving license able to fill log books.</p> <p>Vehicle must be in good condition and rates are without fuel, Vehicle mostly used in all over the Sindh province .</p>						
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Name of Bidder _____

Signature & Stamp of Bidder _____

Date _____

Contact Number of Bidder _____ **Office Address of Bidder** _____

Document 5b
PRICE SCHEDULE

Date: _____

Tender Ref: SF/Better Cotton /March/2026

LOT#.2 - SERVICES OF RENTED VEHICLE (NEED BASIS)

SR	ITEM	DESCRIPTION	Rate in PKR (Inclusive GST)		
			Rate per Day	Per KM Rate @ Fuel Price PKR 328-350	% Inc/Dec Per KM Rate @PKR 15/- Range e.g (278-327) (351-400)
A	Rented Vehicle 4x4 Jeep	Model 2008 or above, Engine capacity 1200cc or above. Seating capacity of 04 persons including driver , with AC, spare tyre, seat belts, tool box, toe chain, fire extinguisher, good mileage, Tyres condition 80%. With literate driver having a valid driving license able to fill log books. Vehicle mostly used in all over Sindh province .			
B	Rented Vehicle Hutch back car with driver.	Hutch back Car, Pakistan assembled, Engine capacity 900 to1100 cc, Model 2020 to 2024, capacity 6-7 persons. Spare tyre, tool box, toe chain, fire extinguisher with literate driver having a valid driving license able to fill logbooks. Vehicle must be in good condition and rates are			

		required with driver. Vehicle will be mostly used in all over the Sindh province .			
C	Vehicle Car (1300cc)	Saloon car 1300 cc, 2020 model or above, 4 seating capacity. For field visit on monthly rent basis including literate driver having valid driving liecense, ability to fill log book. Engine Type (CNG/Petrol). Good AC Working. Vehicle must be furnished with necessary equipment, tools, toe chain etc			

Please mention your bid / quote on this form dually sign and stamp on each page. Or in the same manner on your letter head all the vehicle services are to be utilized all over the Pakistan .

Name of Bidder _____ **Signature & Stamp of Bidder** _____ **Date** _____

Contact Number of Bidder _____ **Office Address of Bidder** _____

Document: 7
Tenderer's Declaration

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

- 1 We have examined and accept in full the content of the dossier for invitation to tender. We hereby accept its provisions in their entirety, without reservation or restriction.
- 2 We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction:
Lot No. 01: Vehicle rental Service (**Rented Vehicle 4x4 with driver without fuel**)
- 3 The price of our tender is:
Lot No. 02: Vehicle rental Service (**Rented Vehicle Hutch back car with driver with out fuel**)
Lot No. 03: Vehicle rental Service (**Rented Vehicle Saloon Car with driver without fuel**)
Lot No. 04: Vehicle rental Service (**Need bases**)
- 4 We will grant a discount of [%], or [.....] [in the event of our being awarded Lot No. 01 to 03
- 5 This tender is valid for a period of 60 days from the final date for submission of tenders.
- 6 We will inform Sami Foundation immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts of the contracting authority.
- 9 We note that Sami Foundation is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract.
- 10 We agree to adhere to all of the terms and conditions of the contracting authority as provided in the tender dossier.
- 11 We confirm that we are not engaged in any corrupt, fraudulent, collusive or coercive practices and acknowledge that if evidence contrary to this exists, Sami Foundation reserves the right to terminate the contract with immediate effect.
- 12 We are not bankrupt or being wound up, are having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not 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.
- 13 We have not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata
- 14 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 the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed
- 15 We have not been the 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 European Communities financial interests
- 16 We are not currently subject to an administrative penalty referred to in Article 96(1) of the European Commission Financial Regulation
- 17 We are not subject to a conflict of interest in accordance with Article 94(a) of the European Commission Financial Regulation

18 We confirm that we have read and understand the Concern Safeguarding Policies (Programme Participant Protection Policy, Child Safeguarding Policy and Anti-Trafficking in Persons Policy) and agree to abide by the terms of these policies in all of our activities under any supply, service or works contract.

Additionally we commit to abide by the points listed below;

- Employment is freely chosen.
- The rights of staff to freedom of association and to collective bargaining are respected.
- Working conditions are safe and hygienic.
- No exploitation of children is tolerated.
- Wages paid are adequate to cover the cost of a reasonable living.
- Working hours are not excessive.
- No discrimination is practiced.
- Regular employment is provided.
- No harsh or inhumane treatment of staff is tolerated.
- Local labour laws are complied with.
- Social rights are respected

18a Environmental Standards

Suppliers should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

- Waste Management.
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Yours faithfully

Name and Designation:

Date:

Signature:

Stamp: