



# ISLAMIC RELIEF

Islamic Relief in Pakistan is registered with the Securities and Exchange Commission of Pakistan (CUIN Registration No. 0033819) under Section 42 of Companies Ordinance 1984

---

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## Tender Pack

**PROPOSAL FOR: Supply of Material and Installation of 210 Rain Water Harvesting/Kitchen Guarding Schemes for its project at District Haveli Kahutta in Azad Jammu & Kashmir.**

**ADVERTISEMENT DATE: July 28, 2020**

**TENDER DOCUMENTS ISSUANCE: July 28, 2020 to August 11, 2020**

**DOCUMENTS SUBMISSION DATE: August 11, 2020 (Latest by 1400 hours)**



# ISLAMIC RELIEF

Islamic Relief in Pakistan is registered with the Securities and Exchange Commission of Pakistan (CUIN Registration No. 0033819) under Section 42 of Companies Ordinance 1984

---

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## CONTENTS

1. Questionnaire (supplier’s general business info)
2. Pricing (RFQ)
3. Terms and Conditions
4. Supplier Screening Form
5. Queries..... write us
6. Complaint.... write us



# ISLAMIC RELIEF

Islamic Relief in Pakistan is registered with the Securities and Exchange Commission of Pakistan (CUIN Registration No. 0033819) under Section 42 of Companies Ordinance 1984

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## 1. CONFIDENTIAL QUESTIONNAIRE

### Company Information

Question	Response
Full Legal and Trading Name.	
Date of Registration of your company (please attach certificate)	
Full address.	
Registered place of business (if different from street address).	
Name the contact within your organization to whom all correspondence regarding this should be addressed. This include Cell#, Email Address	
Company website address.	
Name and position of person authorized to enter into negotiations and sign any formal agreement.	
Company registration details such as, i. Registration numbers ii. VAT Registration number iii. Trade license number (copy must be attach)	
Name of other key contacts: Director/s.  Sales/Orders.  Technical Support.	



# ISLAMIC RELIEF

Islamic Relief in Pakistan is registered with the Securities and Exchange Commission of Pakistan (CUIN Registration No. 0033819) under Section 42 of Companies Ordinance 1984

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## Business Information

Question	Response
<p>Provide a brief description of your Company profile and structure, size and location(s) including a brief overview of your marketing and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third party contractors where applicable.</p> <p>Details of joint venture arrangements (if applicable).</p>	
List of Products/Services	
List of Major Clients	
<p>Details of your company’s experience in the manufacture or supply of similar items, keeping in view the following points:</p> <ul style="list-style-type: none"><li>i. Name of company/INGOs</li><li>ii. Contract Value</li><li>iii. References</li></ul> <p>(Pos/ agreements copy must be attach)</p>	



# ISLAMIC RELIEF

Islamic Relief in Pakistan is registered with the Securities and Exchange Commission of Pakistan (CUIN Registration No. 0033819) under Section 42 of Companies Ordinance 1984

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## Banker's Detail:

Question	Response
Bank Name, Account Title, branch and total turnover in USD of last year (attach the bank statement of last 6 months)	

## Trade Reference (only for Relevant Projects):

	1	2	3	4
Name of Organization				
Contact name and phone number				
Description of items/services delivered				
Quantity				
Date contract awarded				
Date contract Completed				
Value of Contract in PKR				



# ISLAMIC RELIEF

Islamic Relief in Pakistan is registered with the Securities and Exchange Commission of Pakistan (CUIN Registration No. 0033819) under Section 42 of Companies Ordinance 1984

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## 2. Pricing (RFQ)

M/s \_\_\_\_\_

Date: \_\_\_\_\_

Ref. # \_\_\_\_\_

Islamic Relief (IR) is an International Non-Governmental Humanitarian Organization (NGO) providing humanitarian aid during emergencies and working for long-term development of the world’s poorest people.

Islamic Relief (Pakistan) takes this opportunity to request you to quote the prices for the supply of material and installation of 210 Rain Water Harvesting/ Kitchen Guarding schemes for its project in Two (02) UCs of District Haveli Kahutta in Azad Jammu & Kashmir as per attached design (Annex-1) and following BOQ:

S#	BOQ (Activities)	Unit	Qty	Unit Rate	Amount
<b>A.</b>	<b>Rain Water Harvesting Structure</b>				
<b>1</b>	<b>Water Storage Tank</b>				
	Providing/Fixing of Polyethylene Water Tank 500 gallons (Vertical) of good quality and materials (Six ply) complete with all accessories with additional lid opening for 4" i/d PVC pipe elbow, strainer or mesh wrapped around pipe/Elbow end conveying water to tank, IR Logo as per the instructions of project in charge.	No.	1		
<b>2</b>	<b>PVC drum 100 ltr capacity</b>				
	Supply & fixing of PVC drum having capacity of 100 litres for waste water collection	No.	1		
<b>3</b>	<b>Base for Water tank</b>				
	Preparation of base for water tank with mixed sand and crushed stones with proper compaction	No.	1		
<b>4</b>	<b>PVC Pipe-4" dia</b>				
	Supply and Erection of PVC 4" i/d pipe complete including clamps to be fixed at walls at a distance of 1.5 feet	Rft	39		
<b>5</b>	<b>PVC Pipe-2" dia</b>				
	Supply and Erection of best quality PVC 2" i/d pipe for waste water collection to be fixed at walls at a distance of 1.5 feet	Rft	10		
<b>6</b>	<b>PVC Elbow for 4" PVC pipe</b>				
	Providing & fixing of best quality (90 degree) Elbows for 4"i/d PVC pipe	No.	5		
<b>7</b>	<b>PVC Elbow for 2" PVC pipe</b>				
	Providing & fixing of best quality (90 degree) Elbows for 2"i/d PVC pipe	No.	4		
<b>8</b>	<b>PVC Tee</b>				
	Providing and fixing of best quality Tee joint with two ends (in & out) for 4" i/d PVC pipe & one end (center) for 2"i/d PVC Pipe	No.	1		



# ISLAMIC RELIEF

Islamic Relief in Pakistan is registered with the Securities and Exchange Commission of Pakistan (CUIN Registration No. 0033819) under Section 42 of Companies Ordinance 1984

<b>9</b>	<b>Plastic Pipe for Watering</b>				
	Supplying of 3/4" dia plastic pipe of good quality for watering purpose. As per specifications/instruction of project in charge.	Rft	100		
<b>10</b>	<b>PVC Jointing Solvent (Solution)</b>				
	Supply of best quality solvent for PVC pipes jointing packets	No	1		
<b>11</b>	<b>2" PVC Pipe Stopper/endcap</b>				
	Providing and fixing of 2" stopper to be installed at 2" waste water PVC pipe end	No.	2		
<b>12</b>	<b>1/2" Valve</b>				
	Providing and fixing of Valve 1/2" size in water tank for plastic pipe connection for watering purpose.	No	1		
<b>13</b>	<b>G.I Plain Sheet Gutter/water channel</b>				
	Supplying, fixing and making in U-shape open channel having 16" width (divided in 5 shapes) for collecting water from G.I sheets roof top of 22 SWG	Rft	60		
<b>14</b>	<b>U shaped angle iron</b>				
	Providing & fixing of U shape angle iron strips having length of (5", 4" & 5") to support water channel with atleast 3 holes at two legs, and extra strips of 4" with screws to maintain slope as per site requirement.	No.	12		
<b>15</b>	<b>Sign Board</b>				
	Providing and instillation of Sign Board size(2'X2') steel fluce of stainless steel using 20 gauge steel sheet, writing of given data double side with IR logo) as directed by Project incharge.	No	1		
<b>16</b>	<b>Chain Link Fencing</b>				
	Providing and fixing of chain link fence around the orchard fields of 2 Marla's made of G.I wire SWG #8 with 2"x2" mesh size, 4 feet Height, proper movable chain link gate of size 4'x4'.to be fixed with angle iron posts for support complete with installations on site hanged with steel wire from top in connection with angle iron.	Rft	100		
<b>17</b>	<b>Angle Iron</b>				
	Supply & erection of angle iron 1.5"x1.5"x 1/8" having 5 feet height to be inserted in concrete of 6" depth & 6" wide circular hole, distance between angle iron c/c should not be less than 6 feet,	No	17		
<b>Total Amount for One (01) RWH Scheme inclusive of material supply, installation and all taxes</b>					
<b>Grand Total Amount for 210 RWH Schemes inclusive of material supply, installation and all taxes</b>					

**Note: IR will have the right to conduct the lab test for of samples to evaluate the quality and also the consignment if selected.**



# ISLAMIC RELIEF

Islamic Relief in Pakistan is registered with the Securities and Exchange Commission of Pakistan (CUIN Registration No. 0033819) under Section 42 of Companies Ordinance 1984

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

Delivery Time	
Delivery Location	District Haveli Kahutta-Azad Jammu & Kashmir

## General Terms & Conditions

### General

- 1- Supplier will be required to provide CDR/DD amounting 5 % (in the name of “Islamic Relief”). CDR/DD will be returned to unsuccessful bidders after decision of tender. Tender without CDR/DD will not be considered.
- 2- Quoted prices for the above items shall be inclusive of all kind of govt. taxes including GST and duties as per prevailing Tax Laws of Govt. of Pakistan, Transportation, and Custom Clearance and port taxes (if any)
- 3- All prices must be quoted in Pak rupees.
- 4- Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations i.e. Bagh-AJK
- 5- Any damage, loss, theft and demurrages outside the premises of Islamic Relief (Pakistan) shall be the responsibility of supplier / agent.
- 6- Evaluation of the quotation and award of Purchase Order shall be items wise/lot wise.
- 7- Withholding tax & GST as per government prevailing rates shall be deducted at the time of payment.
- 8- Payment shall be made in the form of cross cheque within 21 days after acceptance of delivery and subsequent submission of the invoice to the Islamic Relief (Pakistan).
- 9- Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.
- 10- Expected delivery time must be mentioned on your quotation. Incomplete Bids/ documents shall not be entertained.

## 3.2. Bid Submission Requirements

1. The following documents should be accompany the tender
  - Updated Company Profile with all registration certificates (suppliers having No experience with IR)
  - Updated bank statements of last 6 months and Last year audited financial statements (suppliers having No experience with IR)
  - Relevant Purchase Orders, Agreements and completion certificates (suppliers having No experience with IR)
  - CDRs/DDs 5% of the total quoted cost.
2. **Sealed Quotations addressed to “Procurement Committee” should be drop in quotation box placed at Plot # 10-A, St. # 87, G-13/1, Islamabad latest by 1700 hours on or before July , 2020.**

## 3.3. Validity of Price

Prices shall remain valid for at least 90 days from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.





# ISLAMIC RELIEF

Islamic Relief in Pakistan is registered with the Securities and Exchange Commission of Pakistan (CUIN Registration No. 0033819) under Section 42 of Companies Ordinance 1984

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

For Islamic Relief \_\_\_\_\_ Sig & Seal of bidder \_\_\_\_\_

## Supplier Screening Form

### Company Information:-

Company Name (as appeared on Registration Document): \_\_\_\_\_

Company Address: \_\_\_\_\_

Country: \_\_\_\_\_ Telephone: \_\_\_\_\_ Website: \_\_\_\_\_

Director(s) names (Please ensure you enclose proof of identity of director(s) e.g. passport copy or ID card)

Has the organization been convicted of any criminal offence?

Yes No

Does the organization have any relationship with current IR staff in the following capacity?

Personal/Family Yes No

Business Yes No

If you have answered YES to any of the above then can you please state in detail the relationship you have and with whom

How did you hear about IR’s service request? \_\_\_\_\_

Please note that it is compulsory for the following to be provided to us:

1. Company Registration
2. Photo copy of ID/Passport of Directors

### Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of \_\_\_\_\_ (insert Country) or under the International Laws Community or what may be termed a ‘terrorist activity’

I confirm that the above information is accurate to the best of my knowledge. I have not withheld information.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Sign & Official stamp: \_\_\_\_\_

Date: \_\_\_\_\_

**We will treat your personal information as confidential and your details will not be shared with anyone else. The information on this form is required for the purpose of providing security screening.**

### Internal Use

Received by (local office): Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Information sent to (HQ): Name \_\_\_\_\_ Date \_\_\_\_\_



# ISLAMIC RELIEF

Islamic Relief in Pakistan is registered with the Securities and Exchange Commission of Pakistan (CUIN Registration No. 0033819) under Section 42 of Companies Ordinance 1984

---

*“Inspired by our Islamic faith and guided by our values we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.”*

## Queries..... please write us

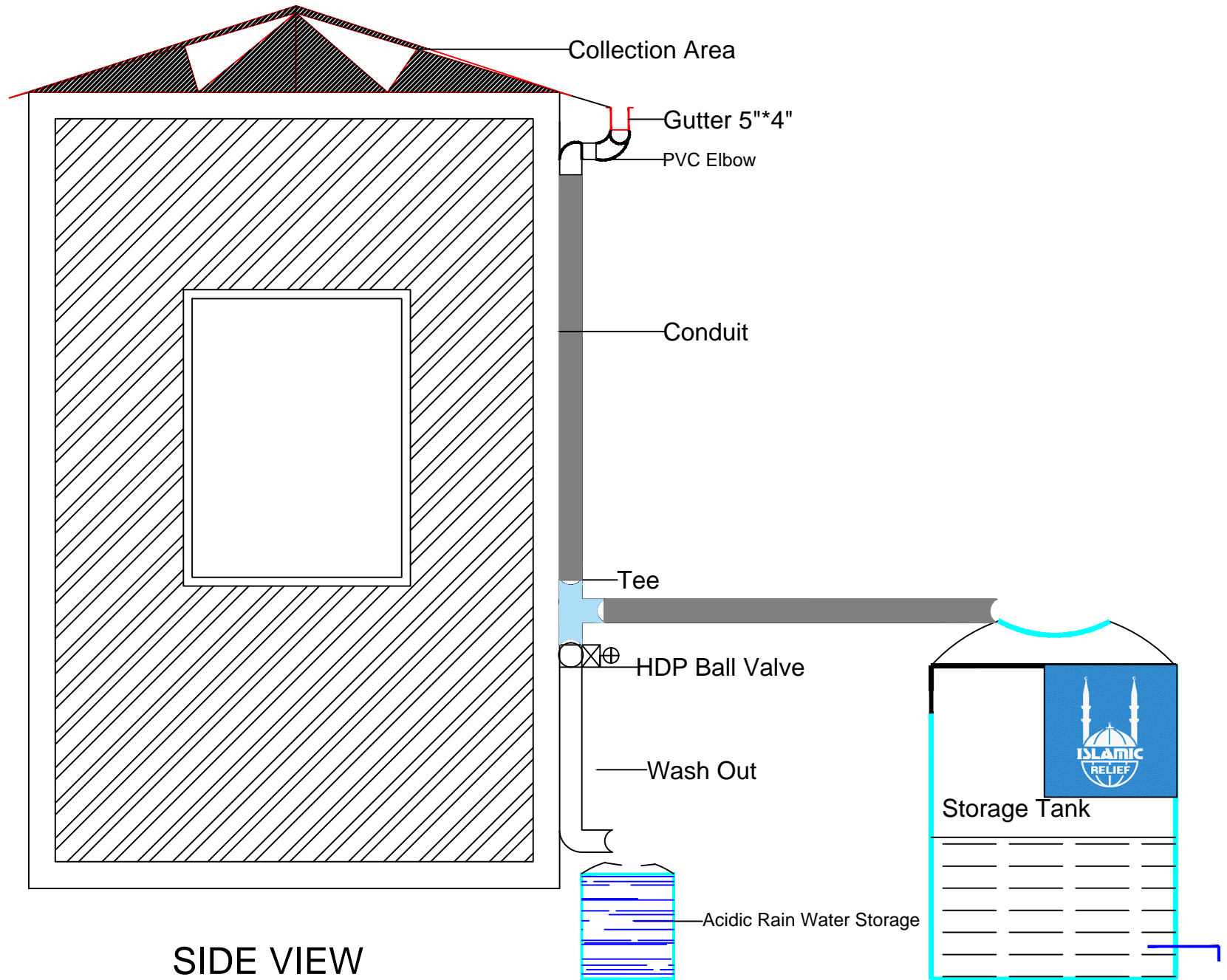
If you have any query on tender document than please write to [pcco@irp.org.pk](mailto:pcco@irp.org.pk)

## Complaints..... please write us

If you see any violation of rights or any incident of corruption, please contact us at:

[complaints@irworldwide.org](mailto:complaints@irworldwide.org)

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors and our beneficiary communitis.



SIDE VIEW