



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 Poultry Birds, Poultry Feeds, Poultry Medicines and Equipment’s for its project in Districts Quetta & Chagai, Baluchistan.

TENDER ADVERTISEMENT DATE: July 14, 2020

Published in: Daily “JANG” (Quetta & Karachi)

TENDER ISSUANCE DATE: July 14, 2020 to July 21, 2020 before 1300 Hrs

DOCUMENTS SUBMISSION DATE: July 21, 2020 before 1500 Hrs



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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.	
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.	



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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	
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">i. Name of company/INGOsii. Contract Valueiii. References <p>(Pos/ agreements copy must be attach)</p>	



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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 Poultry 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				



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2. Pricing (RFQ)

M/s _____

Date: July 21, 2020

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 Poultry Birds, Poultry Feeds, Poultry Medicines and Equipment’s for its project in Districts Quetta & Chagai, Baluchistan as per following detail:

Name	Specification	Unit	Qty	Unit Price	Total
Poultry Birds 10 (09 hens and 1 Rooster)	Feumi, Golden and Misree Cross breed, Weight 950 to 1000gram, age 4 to 4.5 months, Certificate of Proper vaccination schedule (ND & Gumburo Vaccines)	Set of 10 Birds	1030		
Poultry Feed, 50 Kg Bag	Grower Crumps of 50 kg bag, certified company	50 Kg Bag	1030		
Poultry Protection net waremesh	Length 3 foot. Height 2.5 foot, with small nets attached	No’s	1030		
Automatic Water Dropper plastic made	Medium size 1 to 2 liters	No’s	1030		
Poultry Medicine Kit	1. ND Tablet 1 bottle of certified company 2. Multivitamins and mineral 100 gram Packet	Set	1030		
Total Amount (Inclusive of Supply, Quarantine & Taxes)					

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

Delivery Time	
Delivery Location	Quetta & Chagai-Baluchistan

General Terms & Conditions

General

- Suppliers will be required to provide CDR/DD amounting 5 % (in the name of “Islamic Relief”) of the total bid value. CDR/DD will be returned to unsuccessful bidders after decision of tender. The proposals without CDR/DD will be excluded from the process.
- Quoted prices for the above items/work shall be inclusive of all kind of govt. taxes, GST and duties as per prevailing Tax Laws of Govt. of Pakistan, Transportation, and Custom Clearance and port taxes (if any)
- All prices must be quoted in Pak rupees.



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- 4- Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations i.e. in Quetta & Chagai-Baluchistan.
- 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 (s) shall be items/work wise/lot wise.
- 7- Withholding tax and 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/work completion 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.
- 11- Supplier shall be responsible for quarantine of Poultry Birds near to IR distribution point.
- 12- 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
- Updated bank statements of last 6 months and Last year audited financial statements
- Relevant Purchase Orders, Agreements and completion certificates
- CDR/DD 5% of the total bid/quoted value in the name of “Islamic Relief”

2- **Sealed Proposals addressed to “Purchase Committee” should be drop in quotation box placed at Plot No. 10-A, AN Arcade, Street 87, G-13/1, Islamabad latest by 1500 hours on or before July 21, 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.

For Islamic Relief _____ Sig & Seal of bidder _____

Supplier Screening Form

Company Information:-

Company Name (as appeared on Registration Document): _____

Company Address: _____ Country: _____

Telephone: _____ Website: _____ Email: _____

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?



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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 services request/This announcement tender? _____

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

Queries..... please write us

If you have any query on tender document than please write to 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

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 communities.