



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 and Installation of 1460 house hold water filtration units for its project in District Malir, Karachi, Sindh.

ADVERTISEMENT DATE: November 18, 2020

TENDER DOCUMENTS ISSUANCE: November 18, 2020 to November 24, 2020

DOCUMENTS SUBMISSION DATE: November 25, 2020 (14:00 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 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 | | | | |



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2. Pricing (RFQ)

M/s _____

Date: November ____, 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 and installation of 1460 house hold water filtration units as per following detail:

| S# | Activities Description/Specification | Unit | Quantity | Unit Price | Amount |
|--|--|------|----------|------------|--------|
| 1 | Supply & Installation of Household level Water filtration Plant (Product details of LifeStraw Hollow Fiber Personal Filter – Blue or Equivalent <ul style="list-style-type: none"> Filters up to 1,000 liters (264 gallons) of water Removes 99.9999% of waterborne bacteria (>LOG 6 reduction), including E-Coli in Karachi Emergency Office. | No’s | 1460 | | |
| Total Amount (Inclusive of Material Supply, Construction & 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 | District Malir, Karachi, Sindh |

3. 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. Bids without CDR/DD will not be entertained. CDR/DD will be returned to unsuccessful bidders after decision of tender.
- Quoted prices for the above items shall be inclusive of all kind of govt. taxes 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.
- Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations i.e. District Malir-Karachi-Sindh.
- Any damage, loss, theft and demurrages outside the premises of Islamic Relief (Pakistan) shall be the responsibility of supplier / agent.
- Withholding tax as per government prevailing rates shall be deducted at the time of payment.



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- 7- 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).
- 8- Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.
- 9- Expected delivery time must be mentioned on your quotation.
- 10- 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 value.

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 1400 hours on or before November 25, 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 _____

4. 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



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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 _____

5. Queries..... please write us

If you have any query on tender document than please write to pcco@irp.org.pk

6. 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.



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7. Supplier Code of Conduct

1 Islamic Relief Worldwide requires all firm to adhere to:

- 1.1 The Modern Slavery Act 2015
- 1.2 The International Labour Standards as defined by the ILO (International Labour Organisation). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.

2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

- 2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- 2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children
- 2.3 Goods/services produced and manufactured have the least impact on the environment
- 2.4 Goods and services are produced and delivered under conditions where:
 - 2.4.1 Employment is freely chosen
 - 2.4.2 The rights of staff to freedom of association and collective bargaining are respected.
 - 2.4.3 Living wages are paid
 - 2.4.4 There is no exploitation of children
 - 2.4.5 Working conditions are safe and hygienic
 - 2.4.6 Working hours are not excessive
 - 2.4.7 No discrimination is practiced
 - 2.4.8 Regular employment is provided
 - 2.4.9 No harsh or inhumane treatment of staff is allowed.

2.5 Environmental Standards:

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

- 2.5.1 Waste Management
- 2.5.2 Packaging and Paper
- 2.5.3 Conservation
- 2.5.4 Energy Use
- 2.5.5 Sustainability

3 Business Behaviour:

Islamic Relief will seek alternative sources where the conduct of service provider demonstrably violates the Modern Slavery Act 2015, and there is no willingness to address the situation within a reasonable time-frame.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

Qualifications to the statement:

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.