



# 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*

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## Tender Pack

**PROPOSAL FOR: Supply of Kitchen Gardening Tool Kits and Seeds for Project in District Chagai, Balochistan.**

**ADVERTISEMENT DATE: December 23, 2020**

**TENDER DOCUMENTS ISSUANCE: December 23, 2020 to January 06, 2021**

**Before 1400 Hrs**

**DOCUMENTS SUBMISSION DATE: January 06, 2021 (Latest by 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. 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.	



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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/Services	
List of Major Clients	
<p>Details of your company's experience in the execution of similar contracts, 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>(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 similar 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: \_\_\_\_\_

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 Kitchen Gardening Tool Kits and Seeds for its Project in District Chagai, Balochistan as per following details:

### 150-Kitchen Gardening Tool Kits

S.No	Marerials /Items/specifications	Qty	Unit	Unit Price	Total
1	Hand hoe (Khurpi) local, medium size, wooden handle, weight 2 kg	1	No's		
2	Pickaxe with wooden handle. Medium Size, weight 2 kg	1	No's		
3	Spade (kodar) local, 2 kg weight with Handle	1	No's		
4	Water sprinkler (Favara/Balti) Plastic made sprinkler good quality 10 Lt capacity	1	No's		
5	Garden rack Medium Size	1	No's		
6	Plastic pipe, Good plastic material 200 feet long, 2 inch diameter, sowft irani	1	No's		
7	Wheelbarrow ,18 guage iron sheet made good quality with tyre (Irani or Service made) with full Air	1	No's		
8	Door for Kitchen Gardening, with 3 feet width, height 4 feet, Steel bar made 6x6 inches welding with iron net.	1	No's		
9	Measuring/Inch tape, general, 100 feet size.	1	No's		
10	Fence Iron made, Irani wire net with 2*2 inch hole 4ft height & 120 feet long each along with 22 Iron stands (angle iron) 05 feet hight, weight App 2.2 Kg/ft. with cemented fixation and proper Layout of Plot ( Leveling / Desiging) Charges.	1	No's		
<b>Total Amount for the Supply of One Tool Kits (Inclusive of Packing, Supply, and Taxes)</b>					
<b>Total Amount for the Supply of 150 Tool Kits (Inclusive of Packing, Supply, and Taxes)</b>					

### 150-Packages of Seeds

S. No	Items/specefication	Qty	Unit	Unit Price	Total
1	Tamato, good Quility 250 grams	1	250 grams Pack		
2	Spinach (Palak) Bolan 90,Faisalabad , 1000 grams	1	1000 grams Pack		
3	Peas (Matar) Metore,Climax, 1000 grams	1	1000 grams Pack		
4	Turnip (Shaljam) Purple top, 1000 grams.	1	1000 grams Pack		
5	Braingal 100 grams	1	100 grams Packs		



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6	Ladys Finders 500 Grams	1	500 grams Pack		
7	Raddish (Moli) Early Mino,Harboi White,Lal Pari, 1000 grams	1	1000 grams Pack		
8	DAP FFC fertilizer or equivalent 50 kg bag	1	50 kg Bag		
9	Tool kits ,1 knife, 1 small raber Baskets, 1 cultivator ,1 saw/ ,1 sheares,1 Garden Glaves With Fence Complete logo on Parashot Bags for tool kits	1	No's		
<b>Total Amount for One package of Seeds for Kitchen Gardening ( Inclusive of Packing, Supply &amp; Taxes)</b>					
<b>Total Amount for 150 package of Seeds for Kitchen Gardening ( Inclusive of Packing, Supply &amp; Taxes)</b>					

Delivery Time	
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## Delivery Locations & Quantities:

Union Council Name	Distribution Points	Number of Packages per point
ZiaratBalanosh	2	15+15=30
Chilgazai	2	15+15=30
Pattegnwako	2	15+15=30
Amouri	2	15+15=30
Barabcha	2	15+15=30

## 3. 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. District Chagai, Baluchistan.
- 5- Any damage, loss, theft and demurrages outside the premises of Islamic Relief (Pakistan) shall be the responsibility of supplier / agent.
- 6- Withholding tax & GST as per government prevailing rates shall be deducted at the time of payment.
- 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 bids without assigning any reason thereof.
- 9- Expected delivery time must be mentioned on your quotation.
- 11- Incomplete Bids/documents shall not be entertained.



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## 3.1 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
- CDRs/DDs 5% of the total bid value

**2- Sealed Bids addressed to “Procurement Committee” should be drop in quotation box placed at AN Arcade Plot # 10-A, St. # 87, G-13/1, Islamabad on or before January 06, 2021 (latest by 1500 Hrs).**

## 3.2 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 \_\_\_\_\_





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## 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

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



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## **5. 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)

## **6. 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 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 Labor Organization). 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.