



# 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 Solar Home Systems, Latrines Material and Hygiene Kits for its project in North and South Waziristan, Khyber Pakhtunkhwa.**

**ADVERTISEMENT DATE: December 03, 2020**

**TENDER DOCUMENTS ISSUANCE: December 03, 2020 – December 10, 2020**

**DOCUMENTS SUBMISSION DATE: December 10, 2020 (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 Solar Home Systems, Latrines Material and Hygiene Kits for its project in North and South Waziristan, Khyber Pakhtunkhwa as per following detail:

### 150 Solar Home Systems:

S.No	Item Description	Unit	Quantity	Brand Offered	Unit Rate	Amount
1	<b>Solar PV Module @ 210 watt:</b> Supply of Mono Crystalline Photovoltaic Solar Modules 12 volt (Grade-A) @ 210 Wp .The open circuit voltage of Solar panel, Voc=30.5V and short circuit current, Isc= 8.85 A with IP68 rating junction box for long-term weather endurance, Outstanding performance at low irradiance, with an average relative efficiency of 97.0 % .	Each	1			
2	<b>DC Pedestal Fan:</b> Supply of DC pedestal fan with following specification. Voltage: 12V Current Rating: 3.5 amp to 5 amp Power consumption.: 40 watt to 60 watt Body: mild steel No of metal blades: 3 Size: 22 inch Speed Control: best quality speed selector switch	Each	1			
3	<b>Rechargeable Battery 145 AH:</b> The battery should be Deep Cycle GEL, Lead Carbon type or equivalent. (Note: Battery type shall be specified in the bidding documents.) The battery shall have a certificate of compliances, issued by a recognized laboratory. The Battery should have one years Comprehensive replacement warranty. Each Battery should have following minimum information printed on battery: <ul style="list-style-type: none"> <li>• Model Number, Serial Number, No of Plates and Type of battery.</li> <li>• Rated Voltage and Capacity (AH) at discharge rate of 10 Hours.</li> <li>• Origin of made.</li> <li>• Manufacturer Name with distinct logo.</li> </ul>	Each	1			
4	<b>LED Bulb:</b> Supply of high quality DC 12 volt LED bulb @ 12 Watt.	No	4			
5	<b>Lamp holder:</b> Supply of best quality suspension type lamp holder.	No	4			



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6	<b>ON/OFF switch:</b> supply of best quality On/Off single way switch for lamp control with PVC sitch box.	No	4			
7	<b>DC Flexible Cable @ 4mm<sup>2</sup>:</b> Supply of 2-core DC flexible cable @ 4mm <sup>2</sup> . The DC cables should be made of 99.9% copper strands and Flexible.	M	10			
8	<b>DC Flexible Cable @ 1.5 mm<sup>2</sup>:</b> Supply of 2-core DC flexible cable @ 1.5 mm <sup>2</sup> for lighting wiring. The DC cables should be made of 99.9% copper strands and Flexible.	M	25			
9	<b>Battery Terminal Clamp:</b> Supply of Best quality bolted type copper made battery terminal clamp.	Pair	1			
10	<b>MC4 Connector:</b> Supply of male-female MC4 connector.	Pair	2			
11	<b>Insolation Tape:</b> Supply of best quality insolation tape.	No	1			
12	<b>PVC Clamp:</b> Supply of best quality PVC clamp size 1/2" for hanging DC flexible cable .	Pack	1			
<b>Total Amount for 1 Package Inclusive of Packing, Supply &amp; Taxes)</b>						
<b>Grand Total Amount for 150 Packages Inclusive of Packing, Supply &amp; Taxes)</b>						

## 240 Supply of Latrines Material:

S.No	Item Name & Description	Qty per Latrines	Unit	Brand Offered	Unit Price	Total
1	Supply of Crush should be well graded, angular, not flaky & should be free from clay & silt. Of size 1/2" & down	20	CFT			
2	Supply of Course & good quality sand free from organic matters, clay & wild roots, leaves, should be well graded	100	CFT			
3	Supply of Cement (Good quality Ordinary Portland Cement of 50 kg bag)	6	BAG			
4	Supply of Bricks should be well burnt ,1st class, uniform colour, free from flaws, cracks, chips, nodules of lime. Bricks size should note be less than 3"*4.5"*9".	1200	NO			
5	20SWG MS Sheet Door with angle iron frame (1.5"x1.5"x1/8"), bolt, hinges, paint etc (Door size = 3' width and 6.5' height )	1	NO			
6	Supply of good quality medium size glazed earthenware W.C Indian.	1	NO			
7	Supply of 4" dia uPVC pipe	1	NO			
8	Supply of 3" dia uPVC pipe	1	NO			
9	Supply of Vent Pipe 2 " Dia uPVC	6.5	RFT			
10	Supply of P-Trap uPVC	1	NO			



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11	Supply of Elbow 3" Dia uPVC	1	NO		
12	Supply of Tee (4" X 2"dia) uPVC	1	NO		
13	Supply of Floor waste uPVC	1	NO		
<b>Total Amount for the supply of One Latrines Material Inclusive of Taxes</b>					
<b>Total Amount for the supply of 240 Latrines Material Inclusive of Taxes</b>					

## 4,000 Hygiene Kits:

S#	Item Name	Specification and Description	Per Kit Quantity	Brand Offered	Unit Price	Total
1	Soap (Anti-Bacterial) for hand washing	Detole cool soap 100 Grm or equivalent	2			
2	Tooth Paste	Colgate Herble 130Grm or equivalent	1			
3	Tooth Brush Large	Ezigrip Defence or equivalent	1			
4	Tooth Brush Small	Shield Junior or equivalent	1			
5	Miswak	Al-shifa, 8inch size or equivalent	2			
6	Nail Cutter large	Good Quality	1			
7	Washing Soap	GAI soap (4 IN ONE) or equivalent	1			
8	Regular Comb	Good Quality plastic made (minimum weight 16 grams and size 21cm)	1			
9	Lice comb	Good Quality plastic made (minimum weight 12 grams and size 10cm)	1			
10	Hygiene Kit bag with IRP and SIDA logo	Hygiene kit bag with IR and SIDA logo, Parashoot Clath, with handle, upper zip with pocket for storge of different items.	1			
<b>Total Amount for one Hygiene Kits (Inclusive of Packing, Supply &amp; Taxes)</b>						
<b>Total Amount for 4,000 Hygiene Kits (Inclusive of Packing, Supply &amp; Taxes)</b>						

Delivery Time	
Delivery Location	North & South Waziristan-Khyber Pakhtunkhwa

### 3. General Terms & Conditions

#### General

- 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.
- 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)





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- 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 North & South Waziristan in Khyber Pakhtunkhwa.
- 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.
- 10- Lowest evaluated bidder will be those whose samples has been accepted/approved.
- 11- Incomplete Bids/documents shall not be entertained.

## 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 December 10, 2020 (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.