



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 School Text Books, Notebooks, Classroom Accessories, School Furniture & Electric Items for Non-Formal Schools in District Rawalpindi.

ADVERTISEMENT DATE: January 19, 2021

**DOCUMENTS ISSUANCE DATE: January 19, 2021 to January 27, 2021
(Before 1300 Hrs.)**

DOCUMENTS SUBMISSION DATE: January 27, 2021 (Before 1500 Hrs.)

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E-mail:info@irp.org.pk
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AREAOFFICE

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Near Police Station Sudhan Gali Road,
District Bagh-AJK
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AREAOFFICE OFFICE

Khyber Pakhtunkhwa
Akka Baba Road, Baitul Mall Street,
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BALUCHISTAN
Plot # 37-A Jinnah Town Samungli Road
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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 tender 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/NTN/GST Registration number iii. Trade license number	

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(copy must be attach)	
Name of other key contacts: Director/s. Sales/Orders. Technical Support.	

Business Information

Question	Response
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. Relationships with any parent company (if applicable). Include details of third party contractors where applicable. Details of joint venture arrangements (if applicable).	
List of Products	

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List of Major Clients	
Details of your company’s experience in the manufacture or supply of similar items, keeping in view the following points: i. Name of company/INGOs ii. Contract Value iii. References (Pos/ agreements copy must be attach)	

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 Supply):

	1	2	3	4
Name of Organization				
Contact name and phone number				

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Description of items/services delivered				
Quantity				
Date contract awarded				
Date contract Completed				
Value of Contract in PKRS				

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2. Pricing (RFQ)

M/s _____

Date: _____

Ref. # _____

Islamic Relief (IR) is an International Non-Governmental Humanitarian Organization 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 below material (Packages) for its Project in districts Rawalpindi and Islamabad.

S#	Description/Specifications	Unit	Quantity	Amount
1	Supply of Materials for Class Rooms at Different Schools in District Rawalpindi as per Annex-A	Package	1	
2	Supply of Books and Notebooks at Different Schools in District Rawalpindi as per Annex-B	Package	1	
3	Supply of Stationary Items at Different Schools in District Rawalpindi as per Annex-C	Package	1	
4	Supply of Furniture, Fixtures and Other Accessories as per Annex-D	Package	1	
Total Amount Inclusive of Material Supply, Packing, Loading/Unloading and all Applicable Govt. 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 Address	District Rawalpindi

3. General Terms & Conditions

3.1. General

- Interested Bidder 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. Tender without CDR will not be considered.

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- 2- 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)
- 3- All prices must be quoted in Pak rupees.
- 4- Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations i.e. **Islamabad, Rawalpindi.**
- 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 working 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.

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
- Last year audited financial statements
- Relevant Purchase Orders and Agreements
- Purchase Orders and Agreements completion certificates
- The shortlisting will be made based on company relevant experience, competitive financials and also willing to provide the annexed items for all areas.

2- Bid should be accompanied with Pay Order in favor of “Islamic Relief” for 5% of total bid value. **Cross cheque or cash payment will not be acceptable.** Pay order will be return to unsuccessful bidders after decision of tender.

3- **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 1500 hours on or before January 27, 2021.**

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 _____

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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?

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 it is compulsory for the following to be provided to us:

- 1. Company Registration**
- 2. Photo copy of CNIC/Passport of Directors**

Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of –Pakistan 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

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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. 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.

6. Queries..... please write us

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

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7. Supplier Code of Conduct

1 Islamic Relief Worldwide requires all suppliers to adhere to:

- 1.1 the Modern Slavery Act 2015 (please refer to clause 26 of this contract for further details)
- 1.2 The International Labor 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 suppliers 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 produced and delivered by organizations subscribe to no exploitation of children
- 2.3 Goods 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:

Suppliers 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 Behavior

Islamic Relief will seek alternative sources where the conduct of suppliers 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. Please refer to clause 26 of this contract for further details on the Modern Slavery Act 2015 compliance and checks.

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

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Annex-A (Supply of Materials for Class Rooms at Different Schools in District Rawalpindi)						
S.no	Item Name	Specification	Unit	Quantity	Unit price	Amount
1	School Bags	2 Large portions and 2 side small pockets, made up of polyester fabric best quality backpack school bags for primary class students good quality with IRP Logo front side	No's	300		
2	Laptop bags	backpacks with luggage and laptop carry portions of best company Targus/Swisswin	No's	7		
3	Student school caps	Blue Color with White Islamic Relief Logo, Free size for Students of Age (5 to 14 years)	No's	150		
4	Stallers for female students	Medium sized with blue color of Mix cloth for girls students of Age (6-14 tyears)	No's	150		
5	School White boards with stands	Dimensions: Height: 4 FT Width 4 FT	No's	5		
6	White board Markers	Dollar Black Color white board markers box of 12 pc	Boxes	50		
		Dollar Blue color white board markers box of 12 pc	Boxes	50		
		Dollar Green color white board markers box of 12 pc	Boxes	50		
		Dollar Red color white board markers Box 12 pc	Boxes	50		
7	White board Dusters	Erasing white board marker writing , medium size with fine quality	No's	50		
8	Soft Chart papers for drawing	2x2 Charts White Color	Pc	200		
		2x2 Charts Red Color	Pc	200		
		2x2 Charts Green Color	Pc	200		
9	Staplers with pins	Medium size stapler with medium size pins	No's	20		
10	Ludo game board	Wooden made medium size game board	Pc	10		
11	Carom board	Wooden made 2*2 Board	Pc	8		
12	Football	Fine quality footbal for kids	No's	10		
13	Story books	Urdu medium set of story books for Children self help books for positive habits development on topics like time management, helping others, kindness, waking up early, Never give up, politeness, curiosity	No's	300		
14	Attendance registers	Daily attendance register of students	No's	30		
Total Amount (Inclusive of Packing, Supply, Transportation & Taxes)						

Annex-B (Supply of Books and Notebooks for Schools in District Rawalpindi)					
S#	Item/Material Name & Description	Unit	Quantity	Unit price	Amount
1	Nursery (Kachi class) Qaida Book with English, Urdu and Maths portion, Supplementary reader - Class One Books , Education Reforms	Qaida	100		
2	Programme of Government of the Punjab Literacy & Non-formal basic education department, Government of Punjab (2019-2020) OR Punjab curriculam and text book board Lahore	English Books	100		
		Urdu Books	100		
		Math Books (Urdu Medium)	100		
		GK Books (Urdu Medium)	100		
3	Programme of Government of the Punjab Literacy & Non-formal basic education department, Government of Punjab (2019-2020) OR Punjab curriculam and text book board Lahore	English Books	100		
		Urdu Books	100		
		Math Books (Urdu Medium)	100		
		GK Books (Urdu Medium)	100		
4	Programme of Government of the Punjab Literacy & Non-formal basic education department, Government of Punjab (2019-2020) OR Punjab curriculam and text book board Lahore	English Books	100		
		Urdu Books	100		
		Math Books (Urdu Medium)	100		
		Islamiat (Urdu Medium)	100		
		GK Books (Urdu Medium)	100		
5	Programme of Government of the Punjab Literacy & Non-formal basic education department, Government of Punjab (2019-2020) OR Punjab curriculam and text book board Lahore	English Books	100		
		Urdu Books	100		
		Math Books (Urdu Medium)	100		
		Islamiat (Urdu Medium)	100		
		Pak Study (Urdu Medium)	100		
		General Science (Urdu Medium)	100		
6	Programme of Government of the Punjab Literacy & Non-formal basic education department, Government of Punjab (2019-2020) OR Punjab curriculam and text book board Lahore	English Books	100		
		Urdu Books	100		
		Math Books (Urdu Medium)	100		
		Islamiat (Urdu Medium)	100		
		Pak Study (Urdu Medium)	100		
		General Science (Urdu Medium)	100		
7	Notebook Urdu (200 Pager Notebook having good quality pages)	No's	500		
8	Notebook English (200 Pager Notebook having good quality pages)	No's	500		
9	Notebook Maths (200 Pager Notebook having good quality pages)	No's	500		
10	Notebook letter training/ words tracing three in one copies for Nursery class student	No's	300		
11	Rough register of 250 pages with fine quality paper	No's	500		
Total Amount (Inclusive of Packing, Supply, Transportation & Taxes)					

Note: Copies and Books with Stamp of "NOT FOR SALE"

Annex-C Supply of Stationary Items at Different Schools in District Rawalpindi					
S.no	Item Name, Description & Specifications	Unit	Qty	Unit price	Amount
1	Lead Pencils Packs of Dux Eraser or equivalent in Good Quality (12 pencils in each pack)	Packs	200		
2	Ball point Packs of Dollar clipper or equivalent in good quality (12 pencils in each pack)	Packs	200		
3	Sharpner for lead pencils in good quality and medium size	No's	300		
4	Scale made up of glass with 1 ft dimensions	No's	300		
5	Coloured Pencils Packs of Dux Eraser or equivalent in Good Quality (12 pencils in each pack)	Packs	300		
6	Stationary packs or boxes with zipper for packing	Pc	300		
Total Amount Inclusive of Material Supply, Loading/Unloading & all applicable govt Taxes					

Annex-D Supply of Furniture, Fixtures and Other Accessories					
S.no	Item Description	Unit	Quantity	Unit Price	Amount
1	Carpets with foam , Grey color with dimensions (Width 14 feet Length 24 feet) good quality with fitting in rooms	Pc	15		
2	Mat , Grey colors with dimensions (Length 16 feet Width 12 feet) with fitting	Pc	10		
3	Teacher Chairs , standard size made up of Wood and with Cushion best quality	NO's	20		
4	Table made up of wood, size (2 feet height, 2 feet length and 2 feet width)	NO's	12		
5	Cupboards with 4 feet height in size , wooden made with 2 portions and 4 racks in two portions	NO's	8		
6	Notice board with dimension (Height 3 feet Length 4 feet)	NO's	8		
7	Solar System (Complete Package Approx 3 KW) , Adjustable for 5 rooms including but not limited to 6 fans, 10 bulbs and 3 LED, requirement pannels, AC & DC inverter, batteries with supply, testing, commissioning and post installation services for one	Set	3		
8	Electric water coolers with filters including supply and fitting of coolers	NO's	5		
	LEDs 32 inches with wire extensions fixing and supply in Schools	NO's	10		
	USB 64 GB Kingston or equivalent	NO's	15		
10	Sanitary Kits Items	Medium size Bucket, Mug and Ever	Set	6	
		Large size Wiper fine quality	Pc	6	
		Lifebuoy handwash or equivalent active fresh	NO's	200	
		Dustbin Large size	NO's	10	
		Broom large size fine quality	NO's	10	
		Toilet rolls	NO's	100	
		Toilet brush	NO's	10	
		Hand senitizers 200 ML Dettol	NO's	300	
		Face masks	Packs	500	
	King Air Freshner large size	NO's	30		
11	Wheel Chair , Steel manual wheelchair Economy type-fixed armrest and footrest Chassis Above Ground..	NO's	10		
12	First Aid Box , (Thermometer, Medical Gloves, Adhesive tape, scissor, antiseptic wipes, triangular bandages, elastic bandages, safety pins, scniplast, pyodine, dettol liquid, gauze roll and pats, cotton, tweezers)	Box	5		
13	Ceiling fans , 3 blades 1200 MM Ceiling fan GFC company with electrification where needed and fitting of fans	NO's	8		
14	LED Bulbs , 100 Watt Bulb for rooms	NO's	30		
15	Wall distemper , Burger/Brighto White distemper 4 Ltrs Gallon	NO's	30		
16	Oil Paint , Burger/Brighto Yellow color oil paint 4 Ltrs Gallon	NO's	30		
17	Paint brush , Large size brush for distempering and paint	NO's	10		
Total Amount Inclusive of Material Supply, Loading/Unloading & all applicable govt Taxes					