



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 13,000 Food Packs for Ramadan Project 2021 in KP, AJK, Sindh and Baluchistan.

ADVERTISEMENT DATE: March 01, 2021

DOCUMENTS ISSUANCE DATE: March 01, 2021 to March 15, 2021
Before 1400 hours

DOCUMENTS SUBMISSION DATE: March 15, 2021
Before 1500 Hours

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Masjid Mukarram Khan, Pawaka Ra
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BALOCHISTAN
Plot # 37-A Jinnah Town Samungli Road
Quetta



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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 (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> | |
| <p>List of Products</p> | |
| <p>List of Major Clients</p> | |
| <p>Details of your company’s experience in the manufacture or supply of similar items, keeping in view the following points:</p> <ol style="list-style-type: none">Name of company/INGOsContract ValueReferences <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 Supply of Food Items):

| | 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 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 13,000 Food Packs for its Ramadan Project 2021 in KP, AJK, Sindh and Baluchistan as per following details:

Itemized Detail per Food Pack for KP/ Tribal Districts of KP, AJK, Sindh & Balochistan:

Food Packs-KP/Tribal Districts of KP (Number of Food Packs: 4,800)

| S.# | Item Name | Specification | Unit | Brand Offered (if applicable) | Quantity | Unit Price | Total |
|-----|----------------------------|---|------|-------------------------------|----------|------------|-------|
| 1 | Wheat Flour | Whole Grain Atta, Freshly grind, with having Date of production on the packing bag (polypropylene bag) | kg | | 10 | | |
| 2 | Edible Oil (vegetable oil) | Good quality edible oil, Light in color Should be 100% cholesterol free, UHT treated. Enriched with Vitamin A, D & E. Having Omega 3 & 6. | ltr | | 5 | | |
| 3 | Pulses | Red Lobia , Medium Size grain, packing in Polythene bag | kg | | 3 | | |
| 4 | Rice | Good Quality Sella Rice with nice aroma, 90-93% Whole grain (damaged or broken grain not more than 5-7% per 100 gram), at least 1 year Old, having good quality packing. | kg | | 5 | | |
| 5 | Dates | Local or Imported Good quality having at least 90%- Sugar contents, pack in paper carton (Dates should not be treated with sugar). | kg | | 1 | | |
| 6 | Shakkar | Clean and non-chemical raw sugar | kg | | 3 | | |
| 7 | Sharbat (Liquid) | Red Sharbat (good quality) packing in plastic bottle. | ml | | 1500 | | |
| 8 | Bessan | Prepared from Dall Chaana, Clean and properly packed in Polythene bag | Kg | | 2 | | |
| 9 | Salt | Salt should be brilliant white, hygienic, 99% pure, free flowing refined product and serves the human body's Requirement for iodine. Packing in Polythene bag. | Kg | | 2 | | |

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| | | | | | | | |
|---|----------------|--|------|--|---|--|--|
| 10 | Packing | Good Quality Carton (Minimum 7 Ply)/ Card Board with IR Logo. Stretch rap. | No's | | 1 | | |
| 11 | Transportation | Per Food Pack | No's | | 1 | | |
| Total Amount for One pack inclusive of Transportation and Taxes | | | | | | | |
| Total Amount for 4,800 packs inclusive of Transportation and Taxes | | | | | | | |

Food Packs-AJK (Number of Food Packs: 2,500)

| S.# | Item Name | Specification | Unit | Brand Offered (if applicable) | Quantity | Unit Price | Total |
|---|----------------------------|--|------|-------------------------------|----------|------------|-------|
| 1 | Edible Oil (vegetable oil) | Good quality edible oil, Light in color Should be 100% cholesterol free, UHT treated. Enriched with Vitamin A,D & E. Having Omega 3 & 6. | Ltr | | 5 | | |
| 2 | Pulses | Dall Channa, Medium Size grain, packing in Polythene bag, as per approved sample | Kg | | 3 | | |
| 3 | Rice | Basmati Rice Good quality, with nice aroma, 90-93% whole grain (damaged or broken grain not more than 5-7% per 100 gram), at least 1 year Old, having good quality packing. | Kg | | 10 | | |
| 4 | Dates | Local or Imported Good quality having at least 90%- Sugar contents, pack in paper carton (Dates should not be treated with sugar) | Kg | | 1 | | |
| 5 | Shakkar | Clean and non-chemical raw sugar | Kg | | 3 | | |
| 6 | Sharbat (Liquid) | Red Sharbat (good quality) packing in plastic bottle | MI | | 1500 | | |
| 7 | Bessan | Prepared from Dall Chaana, Clean and properly packed in Polythene bag | Kg | | 2 | | |
| 8 | Salt | Salt should be brilliant white, hygienic, 99% pure, free flowing refined product and serves the human body's Requirement for iodine. Packing in Polythene bag | Kg | | 2 | | |
| 9 | Packing | Good Quality Carton (Minimum 7 Ply)/ Card Board with IR Logo. Stretch rap | No's | | 1 | | |
| 10 | Transportation | Per Food Pack | No's | | 1 | | |
| Total Amount for One pack inclusive of Transportation and Taxes | | | | | | | |
| Total Amount for 2,500 packs inclusive of Transportation and Taxes | | | | | | | |

Food Packs-Karachi/Sindh (Number of Food Packs: 2,500)

| S.# | Item Name | Specification | Unit | Brand Offered (if applicable) | Quantity | Unit Price | Total |
|-----|-------------|--|------|-------------------------------|----------|------------|-------|
| 1 | Wheat Flour | Whole Grain Atta, Freshly grind, Date of production mention on the packing bag (polypropylene bag) | Kg | | 10 | | |

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| | | | | | | | |
|----|----------------------------|--|------|--|------|--|--|
| 2 | Edible Oil (vegetable oil) | Good quality edible oil, Light in color Should be 100% cholesterol free, UHT treated. Enriched with Vitamin A,D & E. Having Omega 3 & 6. | Ltr | | 5 | | |
| 3 | Pulses | Dall Channa , Medium Size grain, packing in Polythene bag | Kg | | 3 | | |
| 4 | Rice | Basmati Rice Good quality, with nice aroma, 90-93% whole grain (damaged or broken grain not more than 5-7% per 100 gram), at least 1 year Old, having good quality packing. | Kg | | 5 | | |
| 5 | Dates | Local or Imported Good quality having at least 90%- Sugar contents, pack in paper carton (Dates should not be treated with sugar) | Kg | | 1 | | |
| 6 | Shakkar | Clean and non-chemical raw sugar | Kg | | 3 | | |
| 7 | Sharbat (Liquid) | Red Sharbat (good quality) packing in plastic bottle | MI | | 1500 | | |
| 8 | Bessan | Prepared from Dall Chaana, Clean and properly packed in Polythene bag | Kg | | 2 | | |
| 9 | Salt | Salt should be brilliant white, hygienic, 99% pure, free flowing refined product and serves the human body's Requirement for iodine. Packing in Polythene bag | Kg | | 2 | | |
| 10 | Packing | Good Quality Carton (Minimum 7 Ply)/ Card Board with IR Logo. Stretch rap | No's | | 1 | | |
| 11 | Transportation | Per Food Pack | No's | | 1 | | |

Total Amount for One pack inclusive of Transportation and Taxes

Total Amount for 2,500 packs inclusive of Transportation and Taxes

Food Packs-Balochistan (Number of Food Packs: 3,200)

| S.# | Item Name | Specification | Unit | Brand Offered (if applicable) | Quantity | Unit Price | Total |
|-----|----------------------------|--|------|-------------------------------|----------|------------|-------|
| 1 | Wheat Flour | Whole Grain Atta, Freshly grind, Date of production mention on the packing bag (polypropylene bag) | Kg | | 10 | | |
| 2 | Edible Oil (vegetable oil) | Good quality edible oil, Light in color Should be 100% cholesterol free, UHT treated. Enriched with Vitamin A,D & E. Having Omega 3 & 6. | Ltr | | 5 | | |
| 3 | Pulses | Dall Channa , Medium Size grain, packing in Polythene bag | Kg | | 3 | | |
| 4 | Rice | Basmati Good quality rice, with nice aroma, 90-93% whole grain (damaged or broken grain not more than 5-7% per 100 gram), at least 1 year Old, having good quality packing. | Kg | | 5 | | |
| 5 | Dates | Local or Imported Good quality having at least 90%- Sugar contents, pack in paper carton | Kg | | 1 | | |

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| | | (Dates should not be treated with sugar) | | | | |
|---|------------------|---|------|--|------|--|
| 6 | Shakkar | Clean and non-chemical raw sugar | Kg | | 3 | |
| 7 | Sharbat (Liquid) | Red Sharbat (good quality) packing in plastic bottle | MI | | 1500 | |
| 8 | Bessan | Prepared from Dall Chaana, Clean and properly packed in Polythene bag | Kg | | 2 | |
| 9 | Salt | Salt should be brilliant white, hygienic, 99% pure, free flowing refined product and serves the human body's Requirement for iodine. Packing in Polythene bag | Kg | | 2 | |
| 10 | Packing | Good Quality Carton (Minimum 7 Ply)/ Card Board with IR Logo. Stretch rap | No's | | 1 | |
| 11 | Transportation | Per Food Pack | No's | | 1 | |
| Total Amount for One pack inclusive of Transportation and Taxes | | | | | | |
| Total Amount for 3,200 packs inclusive of Transportation and Taxes | | | | | | |

Grand Total for 13,000 Food Packs (Inclusive of packing, transportation and 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.

Location Details:

| | |
|-------------|--|
| KP | Tribal District(Bakka Khel Camp, Orakzai, Khyber, South Waziristan and North Waziristan) |
| AJK | Muzaffarabad |
| Sindh | Malir Karachi, West Karachi |
| Balochistan | Mastung & Harnai |

| | |
|---------------|--|
| Delivery Time | |
|---------------|--|

3. General Terms & Conditions

3.1. General

- 1- 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.
- 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 taxes (if any)
- 3- All prices must be quoted in Pak rupees. Glimpse glance
- 4- Prices quoted shall be Delivered Duty Paid (DDP) at the identified locations i.e. **in KP, AJK, Sindh & Balochistan.**

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- 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 bids without assigning any reason thereof.
- 10- Incomplete Bids/ documents shall not be entertained.
- 11- Samples will called from shortlisted companies based on their eligibility and qualifying in evaluation criteria.
- 12- Lowest evaluated bidder will be those whose samples has been accepted/approved.
13. 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 food packs 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 March 15, 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

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. 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 pc.co@irp.org.pk

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Quetta



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.”

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.

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