



# 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 Material and Construction of Drinking Water Supply Schemes (DWSS) in Tribal Districts Khyber, Orakzai, North Waziristan & South Waziristan**

**ADVERTISEMENT DATE: March 20, 2021**

**TENDER DOCUMENTS ISSUANCE: March 20, 2021 to March 31, 2021 (Before 1400 Hrs)**

**DOCUMENTS SUBMISSION DATE: March 31, 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 Materials and Construction of following Drinking Water Supply Schemes (DWSS) for Projects in Tribal Districts Khyber, Orakzai, North Waziristan and South Waziristan in Khyber Pakhtunkhwa as per following detail:

S#	Scheme Name	Unit	Quantity	Total Amount
1	Supply of Material and Construction of Drinking Water Supply Schemes (DWSS) in Tribal District Khyber (KPK) as per attached architectural, structural and columns details and as per BOQ Annex-A	Scheme	1	
2	Supply of Material and Construction of Drinking Water Supply Schemes (DWSS) in Tribal District Orakzai (KPK) as per attached architectural, structural and columns details and as per BOQ Annex-B	Scheme	1	
3	Supply of Material and Construction of Drinking Water Supply Schemes (DWSS) in Tribal District North Waziristan (KPK) as per attached architectural, structural and columns details and as per BOQ Annex-C	Scheme	1	
4	Supply of Material and Construction of Drinking Water Supply Schemes (DWSS) in Tribal District South Waziristan (KPK) as per attached architectural, structural and columns details and as per BOQ Annex-D	Scheme	1	
<b>Total Amount Inclusive of All (Material Supply + Labor + Taxes)</b>				

**Itemized prices against each BoQ shall be provided by the supplier (attached).**

**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 Locations	Tribal Districts Khyber, Orakzai, North Waziristan and South Waziristan

## 3. General Terms & Conditions

### General

- 1- Only shortlisted contractors/suppliers will be required to provide CDR/DD amounting 5 % (in the name of "Islamic Relief").
- 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



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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. Tribal Districts Khyber, Orakzai, North Waziristan and 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 must 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

**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 March 31, 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

- **Islamic Relief's Supplier Code of Conduct**
- **Islamic Relief Worldwide requires all suppliers to adhere to:**

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organisation).

The United Nations Global Compact's 10 principles as stated below:

### Human Rights

**Principle 1:** Businesses should support and respect the protection of internationally proclaimed human rights; and

**Principle 2:** Make sure that they are not complicit in human rights abuses.

### Labour

**Principle 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

**Principle 4:** The elimination of all forms of forced and compulsory labour;

**Principle 5:** The effective abolition of child labour; and

**Principle 6:** The elimination of discrimination in respect of employment and occupation.

### Environment

**Principle 7:** Businesses should support a precautionary approach to environmental challenges;

**Principle 8:** Undertake initiatives to promote greater environmental responsibility; and

**Principle 9:** Encourage the development and diffusion of environmentally friendly technologies.

### Anti-Corruption

**Principle 10:** Businesses should work against corruption in all its forms, including extortion and bribery.