

Islamic Relief

Islamic Relief in Pakistan is registered with the Securities and Exchange Commission of Pakistan
(CUIN Registration No. 0033819) under section 42 of the Companies Ordinance 1984



Tender Pack

**TENDER FOR Child/Women Friendly inclusive Spaces
in 03 No's Educational Institutes of Dhok Hassu,
Rawalpindi**

TENDER ADVERTISEMENT: February 20, 2024

**TENDER DOCUMENT ISSUANCE DATE: March 02, 2024 to
March 02, 2024**

LAST DATE FOR DOCUMENTS SUBMISSION: March 02, 2024

Country Office

IRM Complex, 7, Sun Rise
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Near COMSATS University,
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Rawalpindi Office

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Karachi Office

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Bagh Office

Near police station,
Sudhan Gali Road, Bagh
- AJ&K
Tel: +92 5823 443645

Quetta Office

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Town, near Pearl
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Peshawar Office

Baitul Maal Street No. 2
near Masjid Mukaram
Khan, Railway Lane,
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Tel: +92 91 5704226-7

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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>	
<p>List of Products/Services</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/INGOs Contract Value References <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 Relevant/Livestock or meat export Projects):

	1	2	3	4
Name of Organization				
Contact Person and phone number				
Description of items/services delivered				
Quantity				
Date of contract awarded				
Date of contract Completed				
Value of Contract in PKR				

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2. Pricing

M/s _____

Date: _____

Request for Quotation

Islamic Relief (IR) is an International Relief and Development Organization providing humanitarian aid during emergencies and working for long-term development of World's poorest people.

Islamic Relief takes this opportunity to request you to quote the prices for the **Child/Women Friendly inclusive Spaces in 03 No's Educational Institutes of Dhok Hassu, Rawalpindi**, as per following details:

Model child/Women Friendly inclusive spaces in 03 No's educational institutes

Sr#	Activities Details	Unit	Quantities	Brand Offered	Unit Price	Total Amount
1	Providing and laying of multi-colors distemping and paint work in room and outer front wall of the exiting Verandah , room size 26X18X10 ft. (verandah 26x12) with child graphic work(drawings, Images, numbers etc. Complete with all respect and as per engineer direction.	Sft	1400			
2	Providing and laying of good quality room carpet color as per need with heat insulation foam for lower surface complete with all respect	Sft	470			
3	Providing and laying of rubber door mats at entrance of the room as per door size	No	2			
4	Providing and supply of good quality steel Dust bine 30-40 liters capacity with top cover	No	4			
5	Providing and supplying of Carpet Vacuum Cleaner 25liters capacity Dowalnce company completewith all equipment and accessories.	No	1			
6	Providing and installation of LED Smart TV with Full HD 53" with 1 year warranty and complete with all respect	No	1			
7	Providing and supply of First Aid Box ,complete with all respect and as per Annex-1	No	1			
8	Providing and supplies of Creative activities items complete with all respect and as per attached Annex-2	No	1			
9	Providing and Supplies of physical Activities items complete with all respects as per attached Annex-2	No	1			
10	Providing and supplies of Communication activities items complete with all respect as per attached Annex-2	No	1			

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11	Providing and supplies of chairs for school children lower classes medium and large size with steel pipe frame and plastic seating as per need base and color should be provide as per engineer direction	No	60			
12	Providing and supplies of different colors round or rectangular table for play group children dia 4ft and rect-size 4x2x1.64ft with good quality and as per engineer direction	No	15			
13	Providing and installation of imported cloth curtains on exiting windows8 and door(6ft*7ft) of the child friendly spaces complete with all respect.	Sft	170			
14	Electrification work with LED Tube lights and connections to all points or replacement of old points an accessories.	Lump Sum				
15	Providing and Supplies of Joint Craft adjustable furniture book case multi- colors with lip mobile 3 shelf complete with all respect	No	5			
16	Providing and supplies of Steel Box Trunk storage for items/supplies/stationaries and other kits , gauge of the steel sheet 20G, with bottom frame complete with all respect.	No	2			
17	Supply and installation of electric water coolers of 65 gallonscapacity, including inlet and outlet connections, gate valve on inlet sanitary fitting, electric connection up to power socket, and all other accessories for complete installation at sites as per engineer direction	No	1			
18	Supply and installation of high quality Triple 100 GPD ,5 Stages Uv ,RO membrane, Water Filter 20")0.3micron sediment filter Removes dust,sediment.particles, unpleasant chlorine, foul taste and odor, colors and cloudiness, Disinfection of all types of disease causing bacteria and viruses ,including inlet and outlet connections, power supply, and all accessories for complete installation at sites as per engineer direction	No	1			
19	Supply & Fixing of Visibility Steel Inauguration Plaque Plate (24"x24"),with standard text IR Logo as per instruction of Engineer direction	No	1			
Total Cost Per Unit (Inclusive of All Govt. Applicable Taxes, Transportation, Delivery and Installation)						
Grand Total for 06 Unit						

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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 Location	1. Govt. Girls Primary school Mangtal 2. GHSB Mantal 3. GHSC Local Shed Mangtal Dhok Hassu, Rawalpindi

3. General Terms & Conditions

3.1. General

- **Supplier shall provide CDR/DD amounting to 5%** (in the name of Islamic Relief) along with tender pack, CDR/DD will be returned to unsuccessful bidders after the decision of tender. Tender without CDR/DD will not be considered.
- Quoted prices for the above items shall be inclusive of all kinds of Govt. taxes and duties as per prevailing Tax Laws of Govt. of Pakistan, Transportation, and Customs Clearance and port taxes (if any)
- All prices must be quoted in Pak rupees.
- Withholding tax & GST as per government prevailing rates shall be deducted at the time of payment.
- Payment shall be made in the form of a cross cheque within 21 days after execution of the order and subsequent submission of the invoice to the Islamic Relief (Pakistan).
- Any damage, loss, theft and demurrages before delivery at final destination will be responsibility of supplier.
- Evaluation of the quotation and award of Purchase Order shall be product wise.
- Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.
- Expected delivery time must be mentioned in your quotation.

3.2. Bid Submission Requirements

The following documents should accompany the tender;-

- Updated Company Profile with all registration and accreditation certificates.
- Copy of CNIC of company's Director/MD/Owner
- Documentary evidence of similar project executed i.e. copies of Purchase order and agreement.
- **CDR/DD 5%** of the total quoted value (In the name of Islamic Relief).

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Sealed Quotations addressed to “Procurement Committee” **Clearly Written tender Title** should be dropped in our quotation box placed at IRM Complex, 7, Sun Rise Avenue, Main Park Road near COMSATS University, Islamabad latest by **1700 hours on or before March 02, 2024.**

3.3. Validity of Bid

- Bids shall remain valid for at least 90 days from the date of submission. 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 _____ Signature & 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 IRP.Procurement@irp.org.pk;

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

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 firms to adhere to:

- 1.1 The Modern Slavery Act 2015
- 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 Labor 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 comply with all statutory and other legal requirements relating to the minimum 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 the 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 that 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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